



KONICA MINOLTA

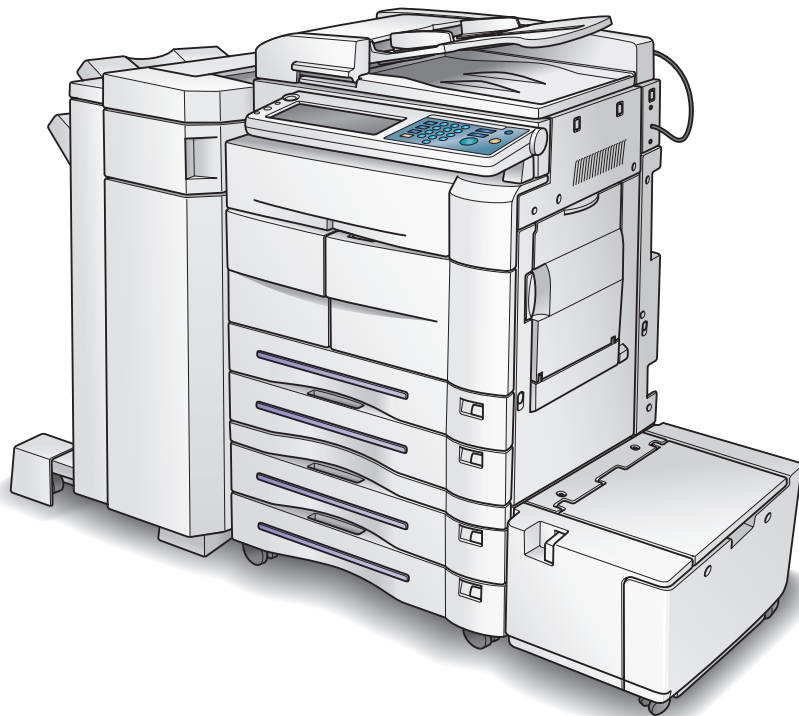
User's Guide

7222

Document Folder Operations

7228

7235



Thank you for purchasing KONICA MINOLTA copier.

This User's Guide describes the operating procedures and safety precautions of the KONICA MINOLTA copier so that you can handle it safely and make the best of its capabilities. Usually keep this manual close at hand for the convenience of reference later.

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Introduction

Thank you for your purchase of the Konica Minolta digital electronic photo-copying machine.

This User's Guide describes operating procedures and precautions for use of the Document Folder functions. Please read this User's Guide before starting operation of the machine.

To operate the Document Folder, the optional hard disk (HD-103 Type-A) is required. Contact your service representative for this optional hard disk.

After reading this User's Guide, it is advisable to keep it close at hand to consult it any time when necessary in order to operate the Document Folder at its optimum condition.

For its correct operation, also read "Precautions for Installation and Handling" in the "User's Guide (Copy Operations)" before starting operation.

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Getting Started

Features of the Document Folder

.....

Printing the document

Documents in the Document Folder can be printed by opening the Document Folder from the Copy, Print or Fax screen.



HINT

For details, see p. 3-4.

.....

Transmitting Documents via E-Mail

Documents in the Document Folder can be transmitted via E-mail by opening the Document Folder from the Scanner screen.



HINT

For details, see p. 3-29.

.....

Transferring Documents using FTP

Documents in the Document Folder can be transferred using FTP by opening the Document Folder from the Scanner screen.



HINT

For details, see p. 3-34.

.....

Transmitting Documents to the Computer

Documents in the Document Folder can be transmitted to the shared folder on the computer by opening the document folder from the Scanner screen.



HINT

For details, see p. 3-38.

.....

Printing Copied Documents Immediately Before Again (Re-Print)

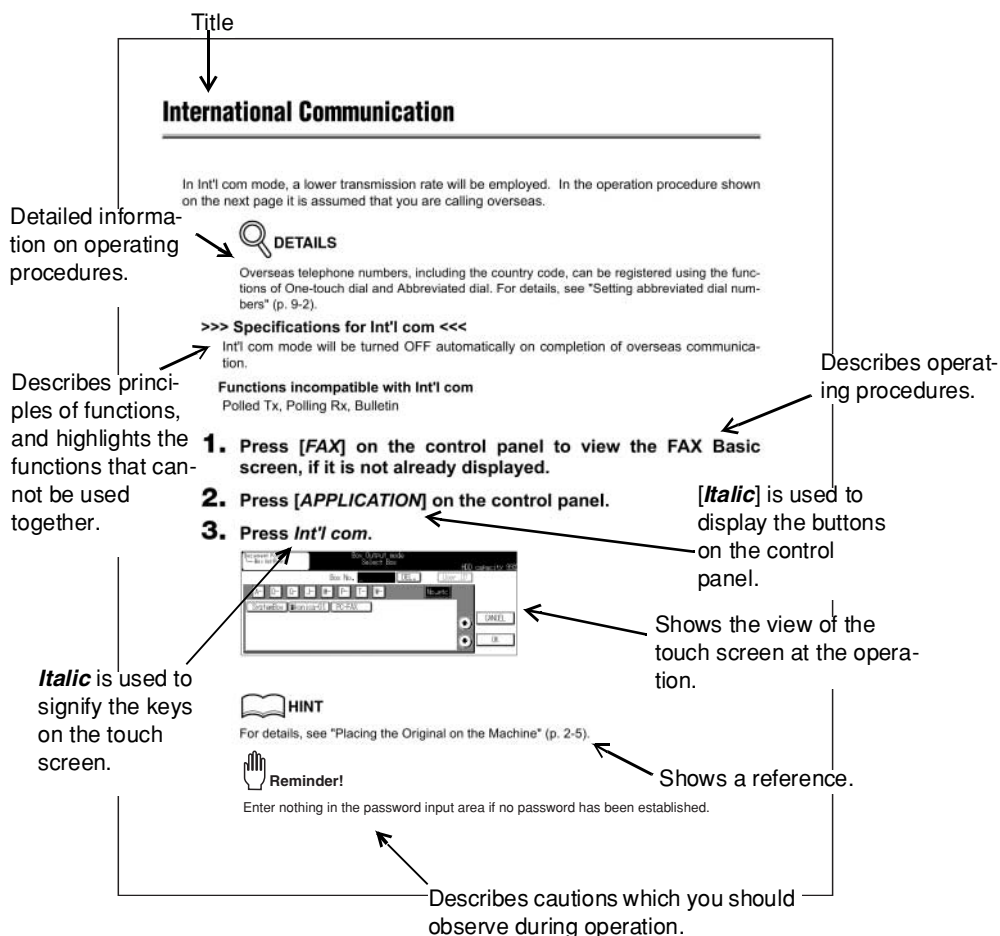
By storing documents in the Re-Print Box when copying, up to 10 documents can be recopied as required.



HINT

For details, see p. 3-22.

How to Use This User's Guide



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Manual Structure

The following manuals are included with machine.

User's Guide (Copy Operations)

Describes the basic operation and the copy operation.

Refer to this User's Guide to see:

- Precautions for installation and handling
- How to turn the power on/off
- How to supply paper
- Troubleshooting for paper jam, etc.

User's Guide (Network/Scanner Operations)

Describes the setting method of the network function and operating method of the scanner function, which are provided as the standard functions.

- Refer to this User's Guide if you want to see how to use the network, Scan to E-Mail, Scan to FTP and Scan to PC (SMB) functions.

User's Guide (Security Operation)

Describes the security function.

- Refer to this User's Guide to see how to use the Enhanced Security function and operation of the copier required to use this function.

User's Guide (Document Folder Operations) (this User's Guide)

Describes the operation of the Document Folder.

- Refer to this User's Guide if you want to know how to use the Document Folder when the optional hard disk (HD-103 Type-A) is connected.

User's Guide (Internet Fax/Fax Operations)

Describes the internet Fax/Fax operations.

- Refer to this User's Guide if you want to know how to use the Internet Fax when the optional hard disc (HD-103 Type-A) is connected and how to use the Fax function when the Fax kit is connected.

Getting Started (continued)

User Software CD

Two manuals as follows are contained in this CD:

- Web Utilities User's Guide
- Address Book User's Guide

Chapter 1

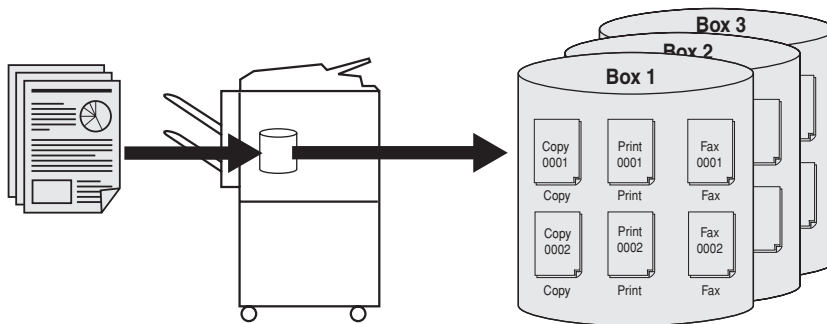
Overview of Document Folder

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System Box and User Box	1-4
Confidentiality	1-5
Re-Print Function	1-6

1 Chapter
What is Document Folder?
System Box and User Box
Confidentiality
Re-Print Function

What is Document Folder?

The Document Folder can be used only when the hard disk (HD-103 Type-A) is installed. Copy documents, print document, scanned documents and received faxes can be stored in the Document Folder. Documents stored can be printed, transmitted via E-mail, transferred using FTP, Transmission to the computer, or imported to a computer.



What is Document Folder? (continued)

What is Document Folder?







System Box and User Box

Confidentiality

Re-Print Function

Output Method and Documents which can be output

Documents which can be output and their output method are as follows.

Operation	Screen to open the Document Folder	Document which can be output	Output method
Printing	Copy screen	Copy document	Printing (auto) ^{*1, *2}
	Fax screen	Printer document	 HINT p. 2-4
	Printer screen	Scanner document ^{*3} Fax-receiving document	Printing (manual)  HINT p. 3-4
Transmission via E-mail / transfer with FTP	Scanner screen	Copy document	E-mail transmission  HINT p. 3-29
		Printer document	FTP transfer  HINT p. 3-34
		Fax-receiving document	Transfer to the computer  HINT p. 3-38
Importing computer		Scanner document	Import to computer
		Fax-receiving document	 HINT p. 3-42

- To print a copy, print, scanner or Fax document, open the Document Folder from the Copy, Print, or Fax screen.
- To transmit a copy, print or Fax via E-mail or to transfer it with FTP, open the Document Folder from the Scanner screen.
- Documents received through PC-Fax are automatically stored in the Document Folder. Refer to "User's Guide (Internet Fax/Fax Operations)" for details.

^{*1} When the [Copy & Box Store] is selected to store a copy document, the document is stored in the Document Folder and printed at the same time. For details, see p. 2-4.

^{*2} If the setting is such that the Fax-receiving documents are printed when being stored by the key operator, received documents are printed whenever they are stored in the Document Folder. For details, see p. 4-8.

^{*3} The printing of the scanner documents is restricted only to documents saved in the TIFF format. Documents save in the PDF format cannot be printed.

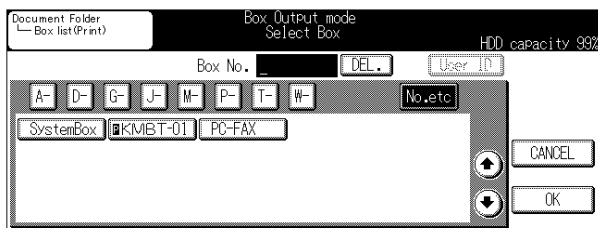
System Box and User Box

Document Folder is classified into System Box and User Box.



HINT

See p. 4-11 for details of the User Box Registration.



.....

System Box

When you purchase the copier, the System Box has been set. Its Box No. is 0.

The System Box cannot be deleted.

.....

User Box

User Boxes are established when required by the key operator.

Box. No. of the User Box is 1 to 999999999.

Confidentiality

In the Document Folder, confidentiality of each box is secured by using a User ID and password. Each document is also kept in confidence by providing a document password for each document.



HINT

- Refer to p. 4-11 to establish of User ID.
- Refer to p. 4-11 to establish of box password.
- Refer to p. 3-19 to establish of document password.

For each Box

User ID

A box can be operated as a confidential box by using a User ID.

User ID is an ECM user ID set by the key operator of the copier.

If a User ID is set in advance, it should be entered when starting operation of the Document Folder. When a user enters their User ID, they see boxes associated with that user and boxes that have no user associated with them. They cannot see boxes associated to another user.

Password

Access to the Document Folder can be limited by the password.

If a password is set on the Document Folder in advance, the password entry screen appears when the box is selected. All boxes are indicated on the list.

For each document

Document password

Access to documents can be limited by using a password. If a password is set in advance for a document, password input screen is indicated when the document is selected.

Re-Print Function

When copying documents, they can be stored in the Re-Print Box of the Document Folder to reprint without re-scanning. Up to ten documents can be stored in the Re-Print Box.

When you purchase the copier, it has been set so that the documents in the Re-Print Box are automatically deleted after one day.



HINT

See p. 3-22 for information about the Re-Print function.



DETAILS

- While the "Enhanced Security function" is set up, the Re-Print function cannot be used.
- When you purchase the copier, it has been set to **OFF** so that you cannot use the Re-Print function. To use the Re-Print function, you must set the Re-Print function to **ON** in the key operator mode. For detail, see "Re-Print Setting" (p. 4-21).

Chapter 2

Storing Documents in Document Folder

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Storing Scanned Document	2-12

2 Chapter

Storing
Documents in
Document
Folder

Storing Copy
Documents

Storing
Scanned
Document

Storing Documents in Document Folder

Copied, faxed, printed and scanned documents can be stored in the Document Folder.



DETAILS

- Documents received via the Fax are automatically stored in the Document Folder. Refer to p. 4-8 and "User's Guide (Internet Fax/Fax Operations)" to set the method of storage.
- Print documents are stored on the printer driver. Refer to the Print Controller User's Guide for the operation of the printer driver.

Setting when storing documents

○: Setting is stored

△: Not stored (setting changeable at the time of output)

×: Not stored (setting unchangeable at the time of output)

- : No setting items

	Copy document	Print document	Remarks
Setting Print Quantity	△	△	<ul style="list-style-type: none"> • Effective setting for No. of copies (prints) at the time of [Copy & Box Store] • Stored in the Box by selecting "1 Copy".
Tray	△	△	<ul style="list-style-type: none"> • Effective selection of paper feed tray for the copy (print) at the time of [Copy & Box Store] • Stored in the Box by selecting "APS".
(Exit) tray	△	△	<ul style="list-style-type: none"> • Effective selection of paper exit tray for the copy (print) at the time of [Copy & Box Store]
Output Mode (Sort/Group)	△	△	
Staple (OnOff/Staple Position)	○	○	
Punch (OnOff/Punch Lotation)	○	○	
E-Sort / E-Group	×	×	<ul style="list-style-type: none"> • Setting is automatically reset to be printed from the same paper feed tray for all pages.
LENS mode	○	-	
Density	○	○	
Special Original (Folded /Non-Standard Size/Mixed)	○	-	
Copy Mode (Single-Sided/Double-Sided)	○	○	
(Rotation) OFF	○	-	

Storing Documents in Document Folder (continued)

	Copy document	Print document	Remarks
Store	○	-	
Proof Copy	×	-	
Application (Sheet/Cover Insertion)	×	-	<ul style="list-style-type: none"> Setting is automatically reset so that all pages are printed without a cover, etc. from the same paper feed tray.
Chapter	×	-	<ul style="list-style-type: none"> Setting is automatically reset to be printed in the double sided mode.
Combination	○	○	<ul style="list-style-type: none">
Booklet	×	×	<ul style="list-style-type: none"> Setting is automatically reset to be printed in the double sided mode.
OHP Interleave	×	×	<ul style="list-style-type: none"> Setting is automatically reset so that all pages are printed with no board inserted from the same paper feed tray.
Image Insert	×	-	<ul style="list-style-type: none"> Setting is automatically reset so that all pages are printed with no page inserted from the same paper feed tray.
Dual Page	○	-	
Flip Side	×	-	<ul style="list-style-type: none"> Setting is automatically reset to be printed in the same way as in no setting.
Frame/Fold Erase	○	-	
Non-Image Area Erase	○	-	
AUTO Layout	○	-	
Reduce & Shift	×	○	<ul style="list-style-type: none"> Setting is automatically reset to be printed in the same way as in no setting.
Stamp / Overlay	×	○ (Added with the printer driver)	<ul style="list-style-type: none"> Setting is automatically reset to be printed in the same way as in no setting.
Reverse Image	○	○	
Repeat Mode	×	-	<ul style="list-style-type: none"> Setting is automatically reset to be printed in the same way as in no setting.

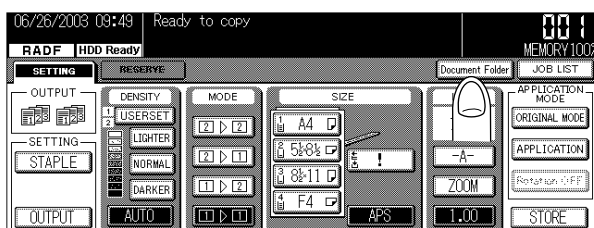
Storing Copy Documents

Copy documents can be stored in the Document Folder by three methods as follows:

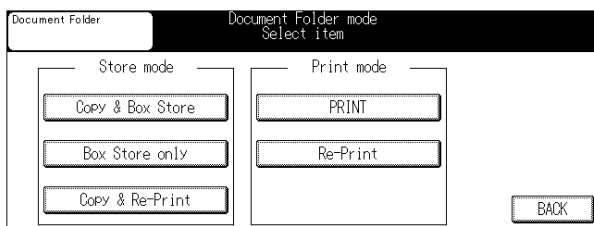
- Copy & Box Store Document is scanned, copied and stored in the Document Folder of a specified No.
- Box Store only Document is scanned and stored in the Document Folder of a specified No.
- Copy & Re-Print Document is scanned, copied and stored in the Re-Print Box.

For "Copy & Box Store" and "Box Store only" methods

1. Press [**COPY**] on the control panel to display the Copy screen.
2. Press *Document Folder*.

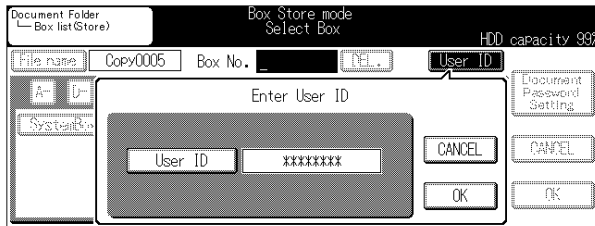


3. Press *Copy & Box Store* or *Box Store only*.



4. To open a box for which the User ID has been set, press the **User ID**, enter the User ID (8 digits or less) on the screen displayed with the key pad and press **OK**.

To open a box for which no User ID has been set, go to the step 5.



DETAILS

- If a User ID has been entered for user account verification, a list of appropriate boxes is indicated. In this case, User ID cannot be selected.
- Use a user ID of 4 to 8 digits when the "Enhanced Security function" is being used.
- If an incorrect User ID is entered, an error message is displayed.

Storing Copy Documents (continued)

5. Press **File Name** and enter the document file name on the Data Input screen displayed.

The screenshot shows a 'Data Input' screen with a title bar containing 'Data Input' and '1/5'. Below the title bar is a text input field containing 'Copy0005'. To the right of the input field are two arrow buttons. Below the input field is a numeric keypad with letters A through Z arranged in a grid. To the right of the keypad are buttons for 'DEL.', 'Keyboard', 'CANCEL', and 'OK'.



HINT

For detail, see "Entering Names" (p. Appendix-4).



DETAILS

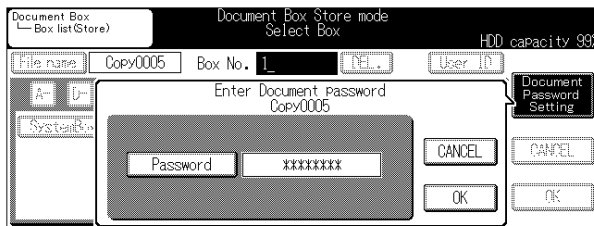
Copy0001 has been set as the default value.

The numeral value increases by 1 with each document's storage.

(e.g.) First document: Copy0001 Second document: Copy0002

6. To set a password for the document, press **Document Password Setting** and enter the password in the following procedure.

- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.

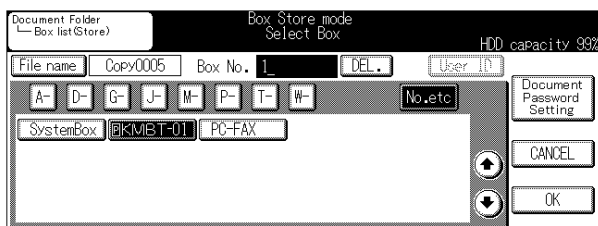


DETAILS

- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

Storing Copy Documents (continued)

7. To select a box, press *Character to search* and the key with the letter or number (*No.etc*) representing the first letter of the box that you are searching for. Or enter the Box No. (1 to 9 digits) with the key pad in "Box No.", select the Document Folder to store the document and press **OK**.



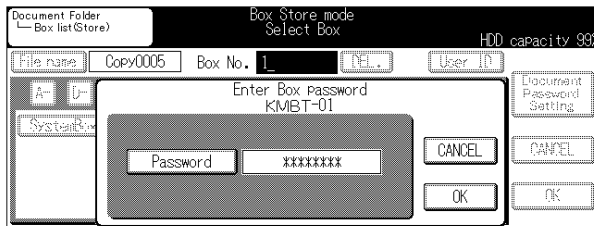
DETAILS

- By pressing **DEL.**, characters of the Box No. entered are erased one by one.
- "**P**" is indicated on the left side of a box to which a password has been set.
- When you press *Character to search*, boxes which have been registered to the characters are listed.

8. When a box for which a password has been set is selected, the Password Input screen is indicated.

Enter the password in the following procedure.

- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.



DETAILS

- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

9. Set the copy function if required, set the original document and press [**START**] on the control panel.

When selecting **Copy & Box Store**, the scanned document is copied and stored in the specified box.

When selecting **Box Store only**, the scanned document is stored in the specified box.



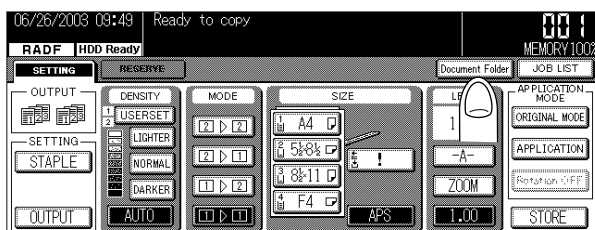
HINT

- Refer to "User's Guide (Copy Operations)" for the setting of the copy function.
- Refer to p. 3-4 for the output of documents stored in the box.

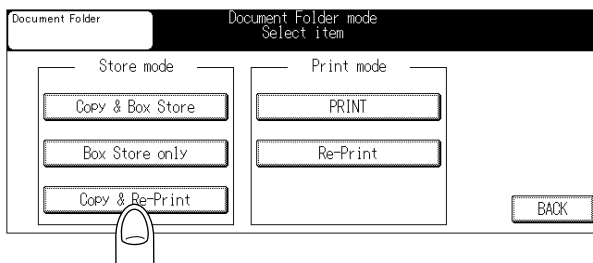
Storing Copy Documents (continued)

For *Copy & Re-Print*

1. Press [**COPY**] on the control panel to display the Copy screen.
2. Press *Document Folder*.



3. Press *Copy & Re-Print*.



Copy screen is displayed.



DETAILS

Up to ten documents can be stored in the Re-Print Box.

4. Set the copy function if required, set the original document and press [**START**] on the control panel.



DETAILS

The default value of the file name is Copy0001. The numerical value increases by 1 with each document's storage.



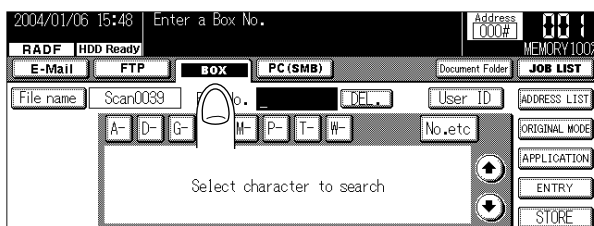
HINT

- Refer to "User's Guide (Copy Operations)" for the setting of the copy function.
- See p. 3-22 for the printing of the documents stored in the Re-Print Box.

Storing Scanned Document

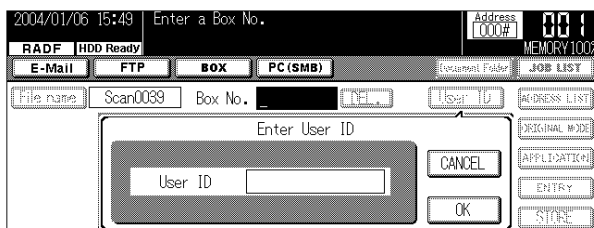
Scanned documents are stored in the Document Folder using the following procedure.

1. Press **[SCANNER]** on the control panel to display the Scanner screen.
2. Press **BOX**.



3. To open the box for which a User ID has been set, press the **User ID**, enter the User ID (8 digits or less) on the screen displayed with the key pad and press **OK**.

To open a box for which no User ID has been set, go to step 4.



DETAILS

- Enter the User ID in 8 digits or less.
- Use a user ID of 4 to 8 digits when the "Enhanced Security function" is being used.
- If an incorrect User ID is entered, a error message is displayed.

4. To select a box, press *Character to search* and the key with the letter or number (*No.etc*) representing the first letter of the box that you are searching for. Or enter the Box No. (1 to 9 digits) with the key pad in "Box No.", select the Document Folder to store the document.

DETAILS

- By pressing **DEL.**, characters of the Box No. entered are erased one by one.
- **"P"** is indicated on the left side of a box to which a password has been set.
- When you press *Character to search*, boxes which have been registered to the characters are listed.
- If a Box No. which does not exist is entered, a temporary box is used.

Storing Scanned Document (continued)

5. Press **File Name**, enter the file name of the document on the Data Input screen displayed and press **OK**.

The screenshot shows a 'Data Input' screen with a title bar containing 'Data Input' and '1/5'. Below the title bar is a text input field containing 'SCAN001'. To the right of the input field are two arrow buttons. Below the input field is a numeric keypad with letters A-Z and numbers 0-9. To the right of the keypad are buttons for 'DEL.', 'Keyboard', 'CANCEL', and 'OK'.



HINT

For detail, see "Entering Names" (p. Appendix-4).



DETAILS

- Scan0001 has been set as the default value.
- The numeral value increases by 1 with each documents storage.

6. Set the scanner functions as required, set the original document and press **[START]** on the control panel.



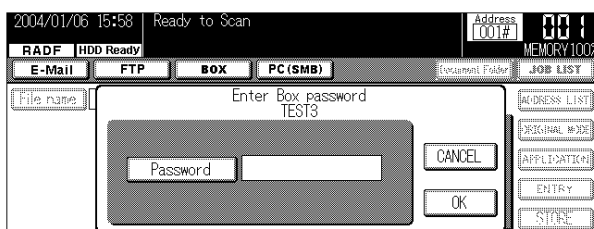
HINT

- Refer to "User's Guide (Network/Scanner Operations)" to setting the scanner.
- See p. 3-29 for the output of documents stored in the box.

7. When selecting a box for which a password has been set, the Password Input screen is displayed.

Enter the password in the following procedure.

- (1) Press **Password**.
- (2) Enter the password (8 digits or under) and press **OK**.
- (3) Press **OK**.



DETAILS

- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

Chapter 3

Print Documents

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Importing Scanned Documents to Computer	3-42

3 Chapter

How to See
the Document
List Screen

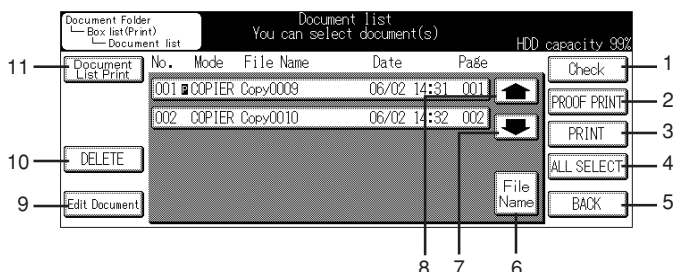
Printing the
Documents in
Box

Operating the
Re-Print
Function

Transmit or
Transfer a
Document in
the Box

Importing
Scanned
Documents to
Computer

How to See the Document List Screen



1	Check	Press to check the functions set when a document was stored.
2	PROOF PRINT	Press to print only the first page of a document.
3	PRINT	Press to print a document.
4	ALL SELECT	Press to select all documents in the Document Folder. Documents and scanned documents saved in the PDF format for which a password has been set are not selected. Documents requiring a password must be selected individually.
5	BACK	Press to return to the previous screen.
6	File Name	When the file name is long, the display is switched by pressing this button to the document No. and file name only. By pressing the File Name button again, the original screen appears.
7	⬇	Press to display the next screen.
8	⬆	Press to display the previous screen.
9	Edit Document	Press to change the document passwords or document name. New password can be also set for documents for which no password has been set.
10	DELETE	Press to delete a document.
11	Document List Print	Press to print the document list in the Document Folder.



DETAILS

- "P" is indicated on the right side of No. of a document for which a password has been set.
- The printing of scanner documents is available only for those saved in the TIFF format. Scanner documents saved in the PDF format cannot be printed.

Printing the Documents in Box

Documents in the Document Folder can be printed by opening the Document Folder from the Copy, Fax, or Printer screen.

It is also possible to check the contents of a document, print the document list, delete documents, change the document name or password, etc., by printing only the first page of the document.



DETAILS

- Scanner documents saved in the PDF format cannot be printed.
- When opening the Document Folder from the Scanner screen, documents can be output by the E-mail transmission, FTP transfer or Transmission to the computer. They cannot be printed. Refer to p. 3-29 for the operation.

Setting of functions for document output (printing)

○: Setting changeable

×: Setting unchangeable (or automatic reset)

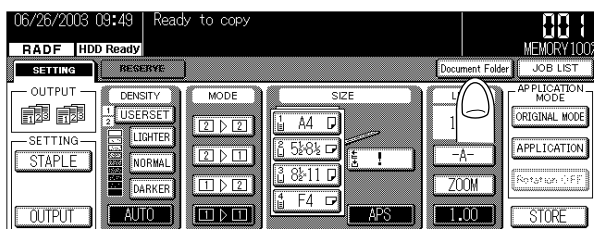
	Copy document	Fax document	Print document	Scanner document
Setting Print Quantity	○	○	○	○
Tray	○	×	○	○
(Exit) tray	○	○	○	○
Output Mode (Sort/Group)	○	×	○	○
Staple (OnOff/Staple Position)	○	×	○	○
Punch (OnOff/Punch Lotation)	○	×	○	○
E-Sort / E-Group	×	×	×	×
LENS mode	×	×	×	×
Density	×	×	×	×
Special Original (Folded /Non-Standard Size/Mixed)	×	×	×	×
Copy Mode (Single-Sided/Double- Sided)	○	○	○	○
(Rotation) OFF	×	×	×	×
Store	×	×	×	×
Proof Copy	×	×	×	×
Application (All application functions)	×	×	×	×

Printing the Documents in Box (continued)

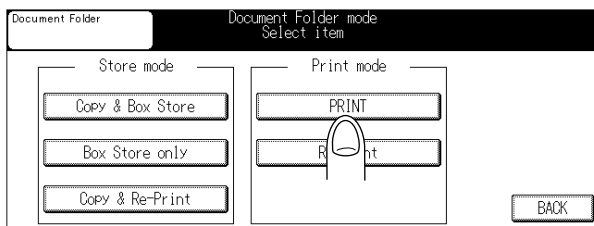
Printing documents

Documents in the Document Folder are printed in the following procedure.

1. Press **Document Folder** on the Copy, Fax or Printer screen.

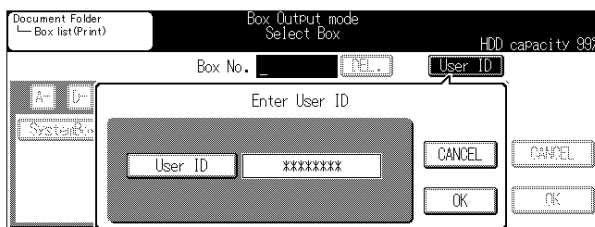


2. On the Copy screen, press **PRINT** on the screen displayed.



3. When opening a box for which a User ID has been set, press **User ID**, enter the User ID (8 digits or less) on the screen displayed with the key pad and press **OK**.

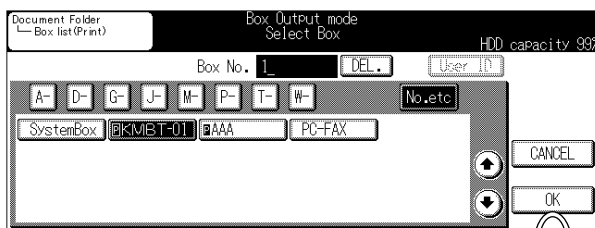
To open a box for which no User ID has been set, go to the step 4.



DETAILS

- If a User ID has been entered for user account verification, a list of appropriate boxes is indicated. In this case, **User ID** cannot be selected.
- Use a user ID of 4 to 8 digits when the "Enhanced Security function" is being used.
- If an incorrect User ID is entered, an error message is displayed.

4. To select a box, press **Character to search** and the key with the letter or number (*No.etc*) representing the first letter of the box that you are searching for. Or enter the Box No. (1 to 9 digits) with the key pad in "Box No.", select the Document Folder to store the document and press **OK**.



DETAILS

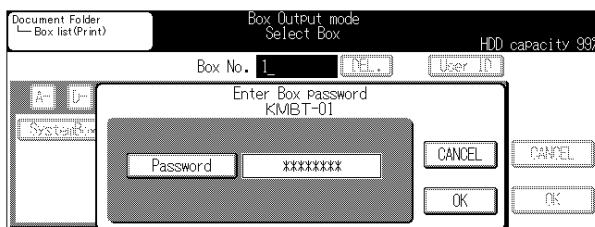
- By pressing the **DEL.** button, the box No. entered is erased.
- "**P**" is indicated on the left side of a box to which a password has been set.
- When you press **Character to search**, boxes which have been registered to the characters are listed.

Printing the Documents in Box (continued)

5. When selecting a box for which a password has been set, the Password Input screen is displayed.

Enter the password using the following procedure.

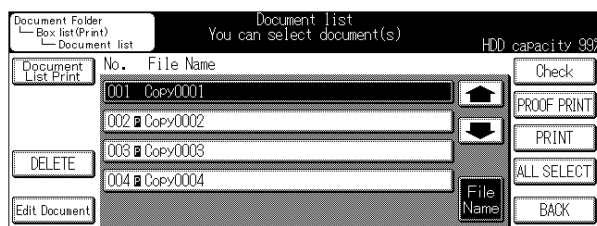
- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.
- (3) Press **OK**.



DETAILS

- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

6. Select a document to be printed.

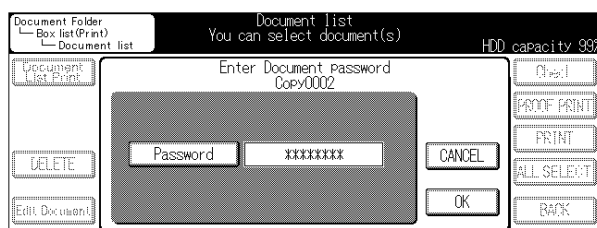


DETAILS

- To display the next or previous screen, press or .
- By pressing **BACK**, the previous screen appears.
- If a document has a long file name, the screen can be changed to display only the Document No. and File Name by pressing **File Name**. Press **File Name** again to return to the former screen.
- "P" is indicated on the right side of No. of a document for which a password has been set.
- Scanner documents saved in the PDF format cannot be printed.

7. When a password has been set for the document, enter the password in the following procedure.

- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.

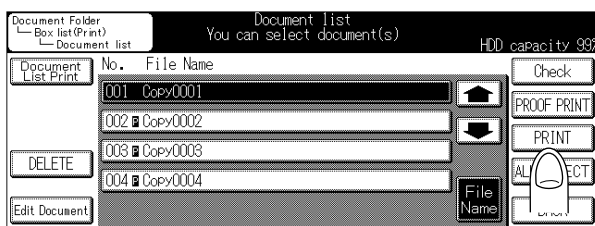


DETAILS

- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

Printing the Documents in Box (continued)

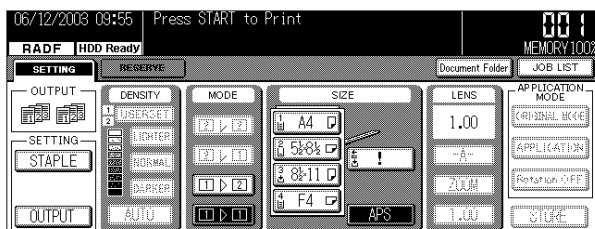
8. Press **PRINT**.



9. Change the printing function as required.

Setting can be changed for the following functions:

- Copy, Print and Scanner documents:
No. of copies, output setting (output tray, sort, staple, punch), paper size, one/two-sided selection
- Fax document:
No. of copies, one / two-sides selection, output tray



DETAILS

Refer to "User's Guide (Copy Operations)" for details of the copy function.

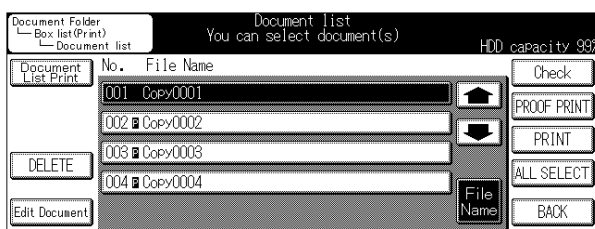
10. Enter the No. of copies with the keypad and press **[START]** on the control panel.

Document selected is printed.



Printing the First Page only

To print only the first page of the document in the Document Folder to check the contents of the document, follow the procedure below.

1. Refer to the steps 1 through 5 on p. 3-4 ("Printing documents") to display the Document List screen.
2. Select a document to be printed.



DETAILS

- To display the next or previous screen, press  or .
- By pressing **BACK**, the previous screen appears.
- If a document has a long file name, the screen can be changed to display only the Document No. and File Name by pressing **File Name**. Press **File Name** again to return to the former screen.
- "P" is indicated on the right side of No. of a document for which a password has been set.
- Scanner documents saved in the PDF format cannot be printed.

Printing the Documents in Box (continued)

3. When a password has been set for the document, enter the password using the following procedure.

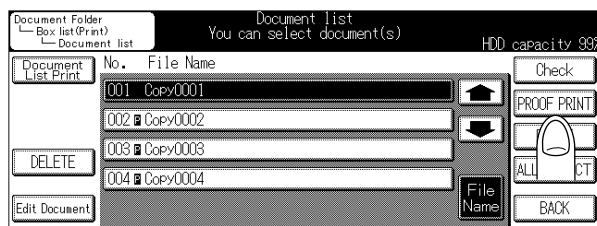
- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.



DETAILS

- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

4. Press **PROOF PRINT**.



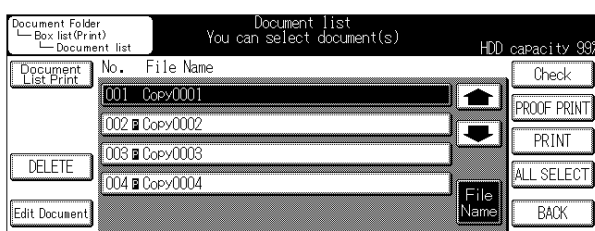
5. Press **[START]** on the control panel.

First page of the document selected is printed.

Deleting Documents

Documents in the Document Folder are deleted in the following procedure.

1. Refer to the steps 1 through 5 on p. 3-4 ("Printing documents") to display the Document List screen.
2. Select a document to be deleted.

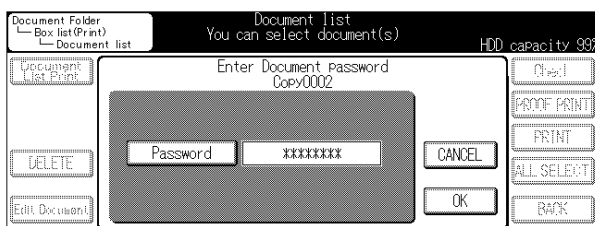


DETAILS

- To display the next or previous screen, press or .
- By pressing **BACK**, the previous screen appears.
- If a document has a long file name, the screen can be changed to display only the Document No. and File Name by pressing **File Name**. Press **File Name** again to return to the former screen.
- "P" is indicated on the right side of No. of a document for which a password has been set.

3. When a password has been set for the document, enter the password using the following steps.

- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.

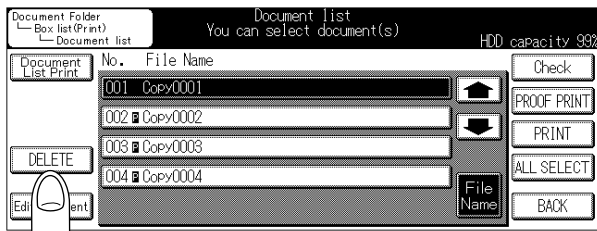


Printing the Documents in Box (continued)

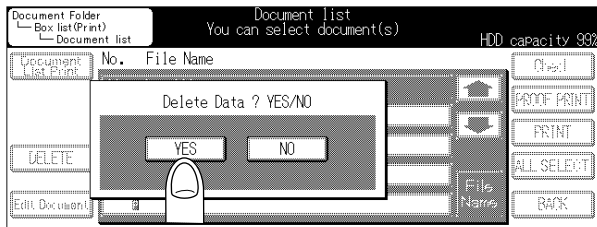
DETAILS

- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

4. Press **DELETE**.



5. Press **YES**.

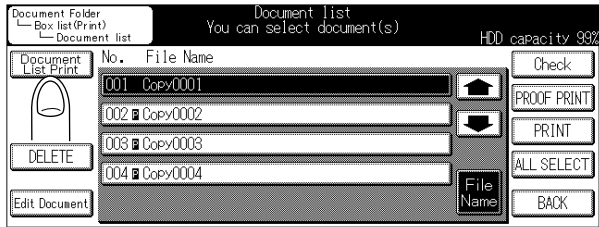


The document selected is deleted.

Printing the Document List

Document list in the Document Folder is printed in the following procedure.

- 1. Refer to the steps 1 through 5 on p. 3-4 ("Printing documents") to display the Document List screen.**
- 2. Press *Document List Print*.**



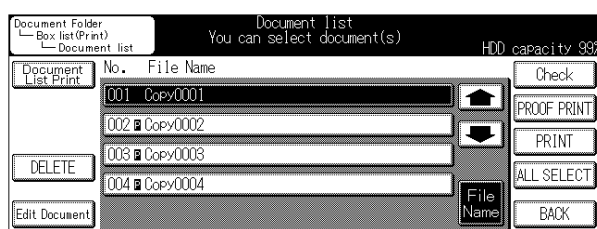
Document list in the box selected is printed.

Printing the Documents in Box (continued)

Checking the Setting of Documents

Check the function settings established when the document was stored using the following procedure.

1. Refer to the steps 1 through 5 on p. 3-4 ("Printing documents") to display the Document List screen.
2. Select a document to be checked.

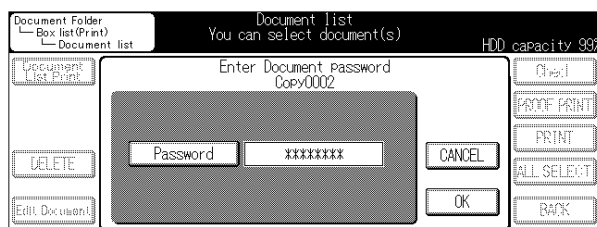


DETAILS

- To display the next or previous screen, press or .
- By pressing **BACK**, previous screen appears.
- If a document has a long file name, the screen can be changed to display only the Document No. and File Name by pressing **File Name**. Press **File Name** again to return to the former screen.
- "P" is indicated on the right side of No. of a document for which a password has been set.

3. When a password has been set for the document, enter the password using the following procedure.

- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.
- (3) Press **OK**.





DETAILS

- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.


4. Press **Check**.

Setting condition of the document selected is displayed.

5. After checking the setting condition, press **EXIT**.



DETAILS

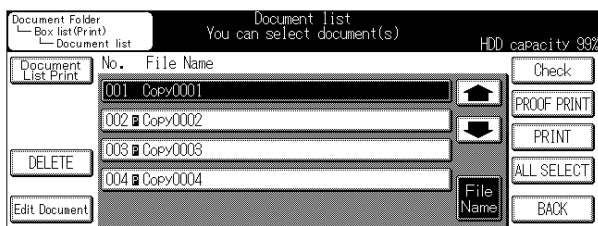
- Press  to display the next screen.
- Contents displayed vary depending on the document saving mode.

Printing the Documents in Box (continued)



Changing the Document Name

Document names of documents in the Document Folder are changed using the following procedure.

1. Refer to the steps 1 through 5 on p. 3-4 ("Printing documents") to display the Document List screen.
2. Select a document for which the document name is to be changed.



DETAILS

- To display the next or previous screen, press  or .
- By pressing **BACK**, the previous screen appears.
- If a document has a long file name, the screen can be changed to display only the Document No. and File Name by pressing **File Name**. Press **File Name** again to return to the former screen.
- "P" is indicated on the right side of No. of a document for which a password has been set.
- The file name of scanner documents cannot be changed.

3. When a password has been set for the document, enter the password using the following procedure.

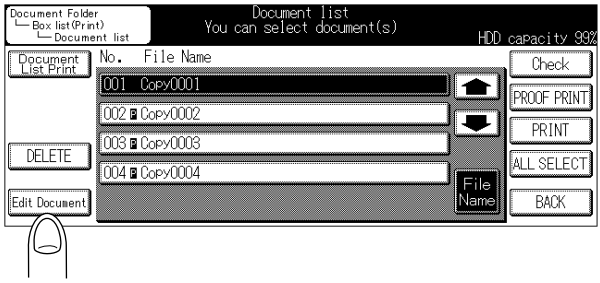
- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.



DETAILS

- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

4. Press *Edit Document*.



Document Editing screen is displayed.

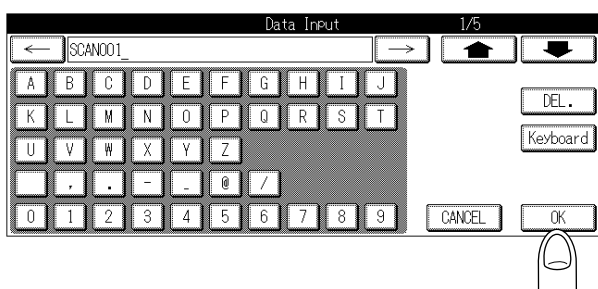
Printing the Documents in Box (continued)

5. Press *Change File Name*.



Data input screen is displayed.

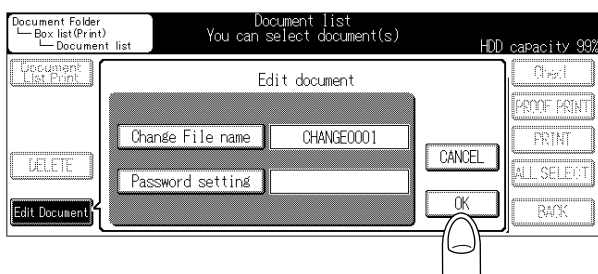
6. Enter the new file name and press *OK*.



HINT

For detail, see "Entering Names" (p. Appendix-4).

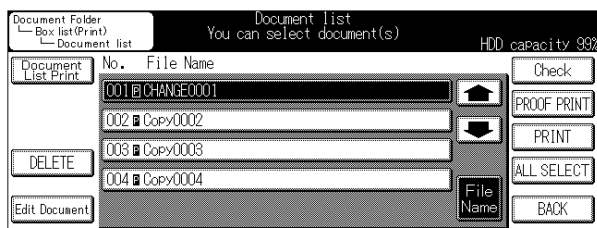
7. Check the file name and press *OK*.



Setting/Changing the Password

Establish or change passwords for documents in the Document Folder using the following procedure.

1. Refer to the steps 1 through 5 on p. 3-4 ("Printing documents") to display the Document List screen.
2. Select the document for which the password is to be set or changed.



DETAILS

- To display the next or previous screen, press or .
- By pressing **BACK**, the previous screen appears.
- If a document has a long file name, the screen can be changed to display only the Document No. and File Name by pressing **File Name**. Press **File Name** again to return to the former screen.
- "P" is indicated on the right side of No. of a document for which a password has been set.

Printing the Documents in Box (continued)

3. When a password has been set for the document, enter the password using the following procedure.

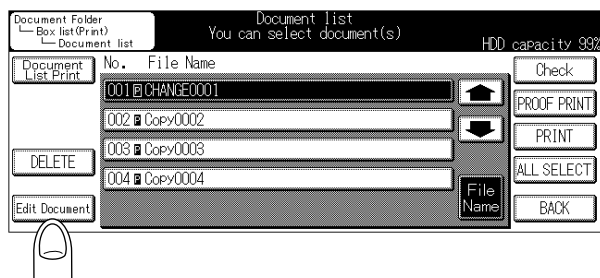
- (1) Press the Password button.
- (2) Enter the password (8 digits or less) and press the OK button.



DETAILS

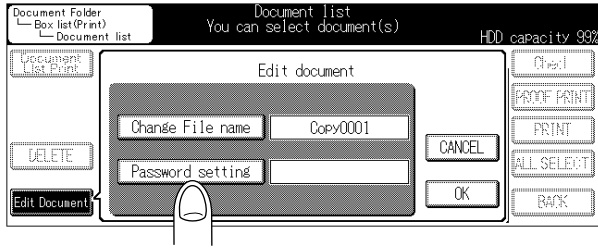
- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

4. Press *Edit Document*.



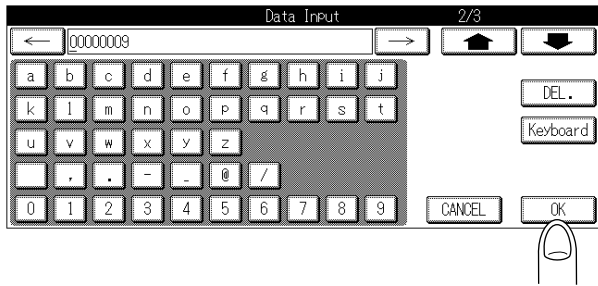
Document Editing screen is displayed.

5. Press *Password setting*.

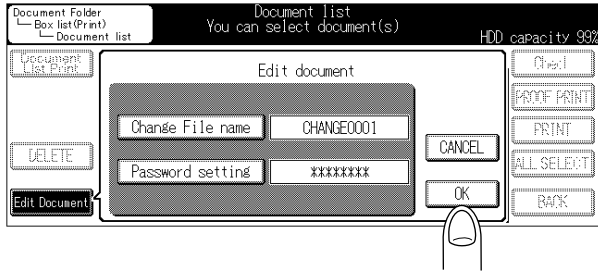


Data Entry screen is displayed.

6. Enter the password and press *OK*.



7. Press *OK*.



Operating the Re-Print Function

When "Copy & Re-Print" method was selected at the time of copy operation, documents have been stored in the Re-Print Box of the Document Folder. The documents stored in the Re-Print Box can be printed when required, only the first page of a document can be printed to check the contents, or the document can be deleted.

When you purchase the copier, it has been set so that the documents in the Re-Print Box are automatically deleted after one day.



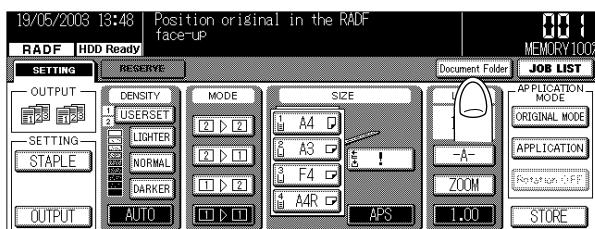
DETAILS

- While the "Enhanced Security function" is set up, the Re-Print function cannot be used.
- When you purchase the copier, it has been set to **OFF** so that you cannot use the re-print function. To use the re-print function, you should set the re-print function to **ON** in the key operator mode. For detail, see "Re-Print Setting" (p. 4-21).

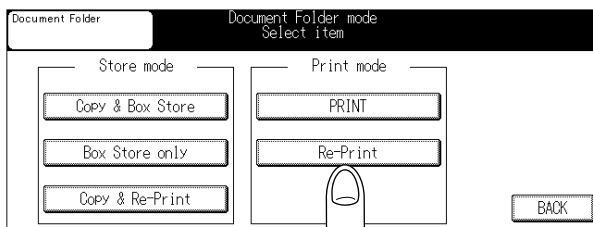
Printing the Re-Print Documents

Documents stored in the Re-Print Box are printed in the following procedure.

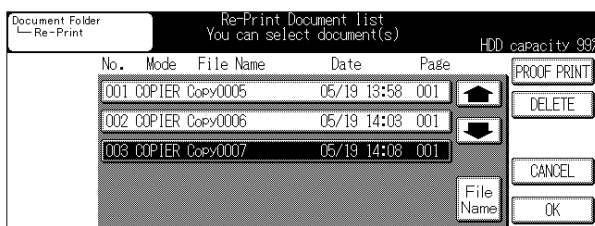
1. Press *Document Folder* on the copy screen.



2. Press *Re-Print*.



3. Select a document to be printed.



DETAILS

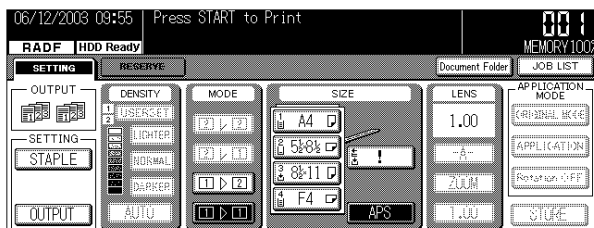
- To display the next or previous screen, press or .
- If a document has a long file name, the screen can be changed to display only the Document No. and File Name by pressing **File Name**. Press **File Name** again to return to the former screen.
- By pressing **CANCEL**, previous screen is displayed.

4. Press **OK**.

5. Change the printing functions as required.

Settings can be changed for the following functions:

No. of copies, output settings (output tray, sort, staple, or punch), paper size, and one/two-sided selection



DETAILS

Refer to the "User's Guide (Copy Operations)" for details of the copy functions.

Operating the Re-Print Function (continued)

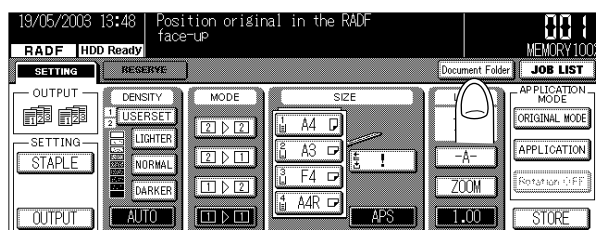
- 6. Enter the No. of copies with the keypad and press *[START]* on the control panel.**

Document selected is printed.

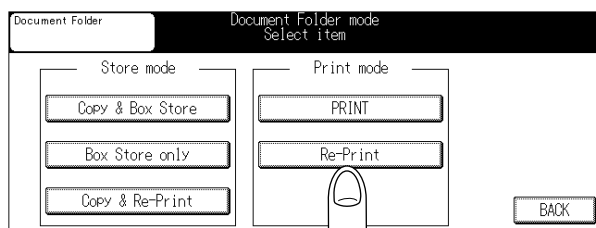
Printing the First Page Only

Only the first page of a document stored in the Re-Print Box can be printed using the following procedure to check the contents of the document.

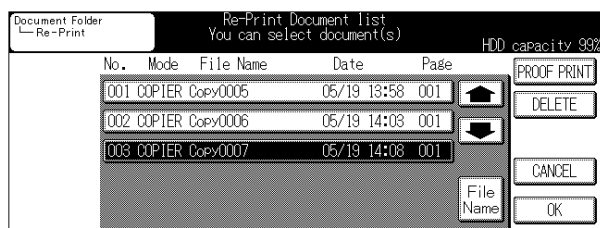
1. Press **Document Folder** on the Copy screen.



2. Press **Re-Print**.



3. Select a document to be printed.

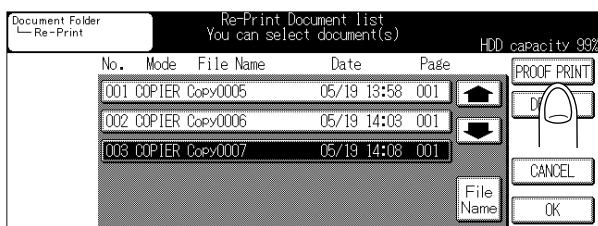


DETAILS

- To display the next or previous screen, press or .
- If a document has a long file name, the screen can be changed to display only the Document No. and File Name by pressing **File Name**. Press **File Name** again to return to the former screen.
- By pressing **CANCEL**, previous screen is displayed.

Operating the Re-Print Function (continued)

4. Press **PROOF PRINT**.



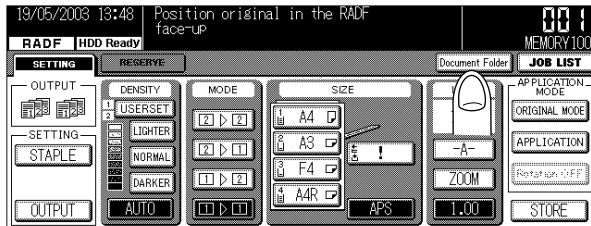
First page of the document selected is printed.

5. Press **[START]** on the control panel.

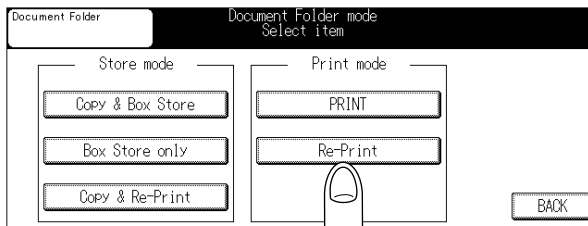
Deleting Documents

Documents stored in the Re-Print Box are deleted using the following procedure.

1. Press *Document Folder* on the Copy screen.



2. Press *Re-Print*.



Operating the Re-Print Function (continued)

3. Select a document to be deleted.

Document Folder
└ Re-Print

Re-Print Document List
You can select document(s)

HDD capacity 99%

No.	Mode	File Name	Date	Page
001	COPIER	Copy0005	05/19 13:58	001
002	COPIER	Copy0006	05/19 14:03	001
003	COPIER	Copy0007	05/19 14:08	001

File Name

PROOF PRINT
DELETE
CANCEL
OK



DETAILS

- To display the next or previous screen, press or .
- If a document has a long file name, the screen can be changed to display only the Document No. and File Name by pressing **File Name**. Press **File Name** again to return to the former screen.
- By pressing **CANCEL**, previous screen is displayed.

4. Press **DELETE**.

Document Folder
└ Re-Print

Re-Print Document List
You can select document(s)

HDD capacity 99%

No.	Mode	File Name	Date	Page
001	COPIER	Copy0005	05/19 13:58	001
002	COPIER	Copy0006	05/19 14:03	001
003	COPIER	Copy0007	05/19 14:08	001

File Name

PROOF PRINT
DELETE
OK

5. Press **YES**.

Document Folder
└ Re-Print

Re-Print Document List
You can select document(s)

HDD capacity 99%

Delete Data ? YES/NO

YES NO

File Name

PROOF PRINT
DELETE
CANCEL
OK

Document selected is deleted.

Chapter

How to See the Document List Screen



Printing the Documents in the Box

Operating the Re-Print Function

Transmit or
Transfer a
Document in
the Box

Importing Scanned Documents to Computer

-
- 2004/01/06 15:48 Enter a Box No. Address: 0001 MEMORY 100
- RADF** **HDD Ready**
- E-Mail** **FTP** **BOX** **PC(SMB)** Document Folder **JOB LIST**
- File name Scan0039 Box No. [] [DEL.] [Use]
- A- D- G- J- M- P- T- W- No.e
- Select character to search
- ADDRESS LIST**
- ORIGINAL MODE**
- APPLICATION**
- ENTRY**
- STORE**

-
- Document Folder
Box Output mode
Select Box
HDD capacity 999
- Box No. 1 DEL. User ID
- Enter User ID
- User ID []
- CANCEL CANCEL
- OK CANCEL

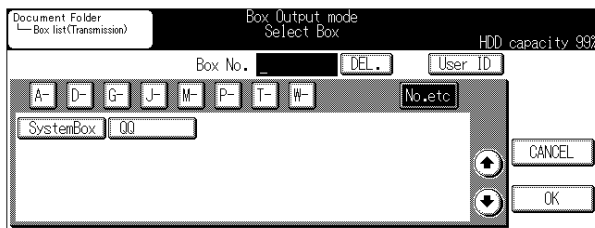
Transmit or Transfer a Document in the Box (continued)



DETAILS

- Up to 8 digits can be entered for a user ID.
- Use a user ID of 4 to 8 digits when the "Enhanced Security function" is being used.
- When a user ID has been already entered while in the authorization of a user account, a list of relevant boxes has been already displayed. On such an occasion as this, the selection of **User ID** is not available.
- When a wrong user ID has been entered, a warning message will be displayed.

4. To select a box, press **Character to search** and the key with the letter or number (*No.etc*) representing the first letter of the box that you are searching for. Or enter the Box No. (1 to 9 digits) with the key pad in "Box No.", select the Document Folder to store the document and press **OK**.



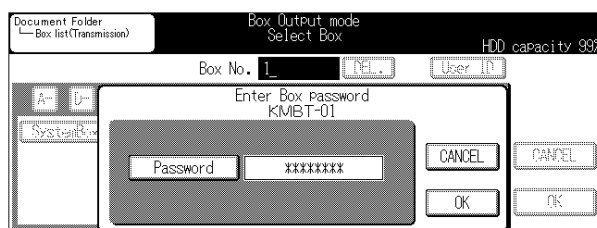
DETAILS

- By pressing **DEL.**, characters of the Box No. entered are erased one by one.
- "**P**" is indicated on the left side of a box to which a password has been set.
- When you press **Character to search** boxes which have been registered to the characters are listed.

5. When a box for which a password has been set is selected, the Password Input screen is indicated.

Enter the password in the following procedure.

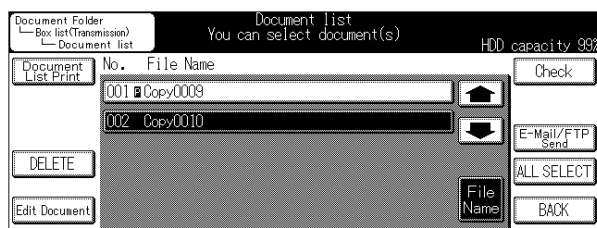
- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.





DETAILS

- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

6. Select a document to be transmitted via E-mail.



DETAILS

- The scanner documents cannot be transmitted.
- To display the next or previous screen, press  or .
- By pressing **BACK**, previous screen appears.
- If a document has a long file name, the screen can be changed to display only the Document No. and File Name by pressing **File Name**. Press **File Name** again to return to the former screen.



HINT

See p. 3-3 for information about printing to check contents, deleting or editing documents.

Transmit or Transfer a Document in the Box (continued)

7. When a password has been set for the document, enter the password in the following procedure.

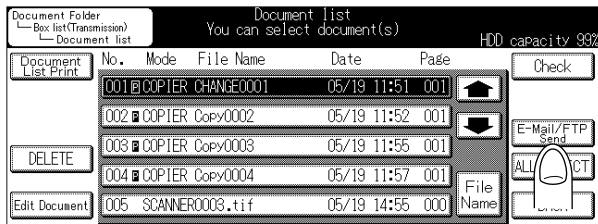
- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.



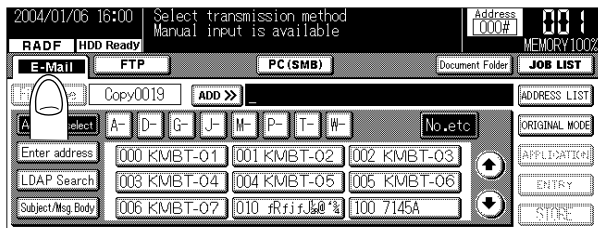
DETAILS

- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

8. Press **E-Mail/FTP Send**.



9. Press **E-Mail**.



Transmit or Transfer a Document in the Box (continued)

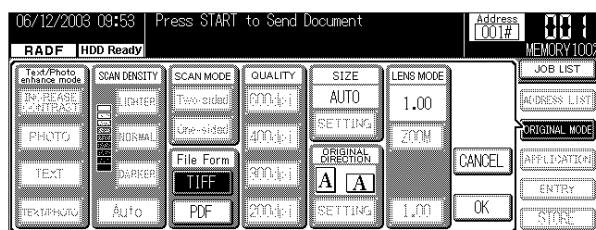
10. Select the address indicated or press *Enter address* and enter an mail address.



DETAILS

Refer to the "User's Guide (Network/Scanner Operations)" for more information on the mail address specifying method.

11. Press **ORIGINAL MODE**, select [File Form] - **TIFF** or **PDF** and press **OK**.



12. Press [**START**] on the control panel.

Chapter 3

How to See the Document List Screen

Printing the Documents in Box

Operating the Re-Print Function

Transmit or Transfer a Document in the Box

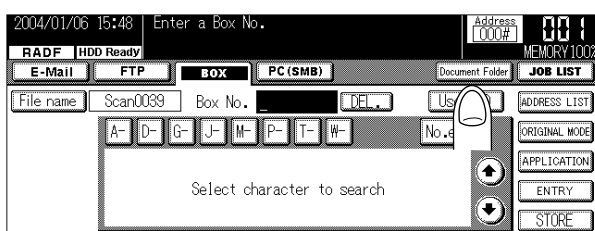
Importing Scanned Documents to Computer

Transmit or Transfer a Document in the Box (continued)

Transmitting with FTP

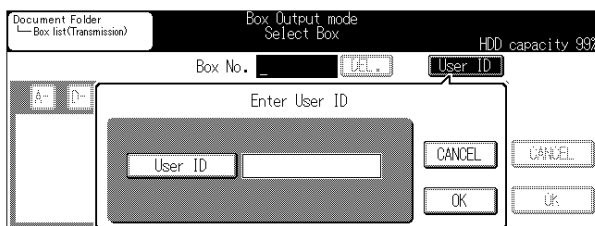
Documents in the Document Folder are transmitted with FTP in the following procedure.

1. Press [**SCANNER**] on the control panel to display the Scanner screen.
2. Press *Document Folder*.



3. When opening a box for which a User ID has been set, press *User ID*, enter the User ID (8 digits or less) on the screen displayed with the key pad and press **OK**.

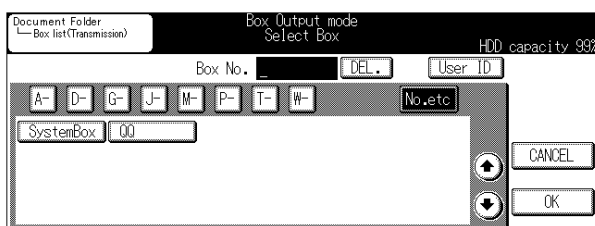
To open a box for which no User ID has been set, go to step 4.



DETAILS

- Up to 8 digits can be entered for a user ID.
- Use a user ID of 4 to 8 digits when the "Enhanced Security function" is being used.
- When a user ID has been already entered while in the authorization of a user account, a list of relevant boxes has been already displayed. On such an occasion as this, the selection of **User ID** is not available.
- When a wrong user ID has been entered, a warning message will be displayed.

4. To select a box, press *Character to search* and the key with the letter or number (*No.etc*) representing the first letter of the box that you are searching for. Or enter the Box No. (1 to 9 digits) with the key pad in "Box No.", select the Document Folder to store the document and press **OK**.



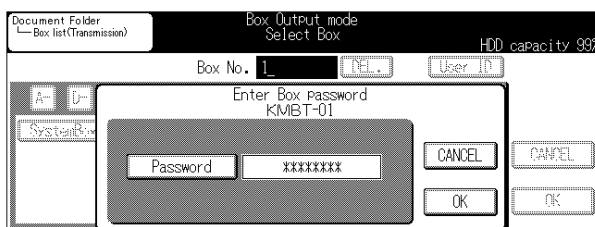
DETAILS

- By pressing **DEL**, characters of the Box No. entered are erased one by one.
- "P" is indicated on the left side of a box to which a password has been set.
- When you press *Character to search*, boxes which have been registered to the characters are listed.

5. When a box for which a password has been set is selected, the Password Input screen is indicated.

Enter the password using the following procedure.

- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.



DETAILS



- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

Transmit or Transfer a Document in the Box (continued)

6. Select a document to be transferred with FTP.

The screenshot shows a screen titled "Document list" with the subtitle "You can select document(s)". The top right corner indicates "HDD capacity 99%". On the left, there is a "Document Folder" menu with options: "Box list(Transmission)" and "Document list". Below this is a "Document List Print" button. The main area displays a table with two columns: "No." and "File Name". The first row shows "001" and "Copy0009", and the second row shows "002" and "Copy0010". To the right of the table are navigation arrows (up and down) and a "File Name" button. On the far right, there are buttons for "Check", "E-Mail/FTP Send", "ALL SELECT", and "BACK". On the left side of the main area, there are buttons for "DELETE" and "Edit Document".

DETAILS

- The scanner documents cannot be transmitted.
- To display the next or previous screen, press  or .
- By pressing **BACK**, previous screen appears.
- If a document has a long file name, the screen can be changed to display only the Document No. and File Name by pressing **File Name**. Press **File Name** again to return to the former screen.

HINT

See p. 3-3 for the printing to check, deletion or edition of documents.

7. When a password has been set for the document, enter the password using the following procedure.

- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.

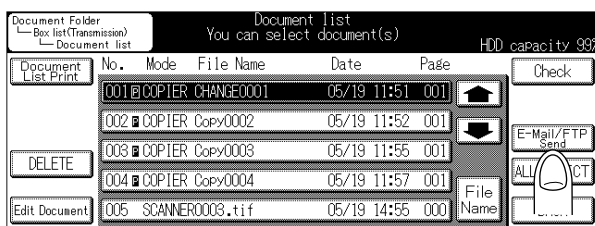
The screenshot shows a screen titled "Enter Document password" with the subtitle "CHANGE0001". The top right corner indicates "HDD capacity 99%". On the left, there is a "Document Folder" menu with options: "Box list(Transmission)" and "Document list". Below this is a "Document List Print" button. The main area has a "Password" input field followed by a field containing "*****". To the right of the input fields are buttons for "CANCEL" and "OK". On the far right, there are buttons for "Check", "E-Mail/FTP Send", "ALL SELECT", and "BACK". On the left side of the main area, there are buttons for "DELETE" and "Edit Document".

DETAILS

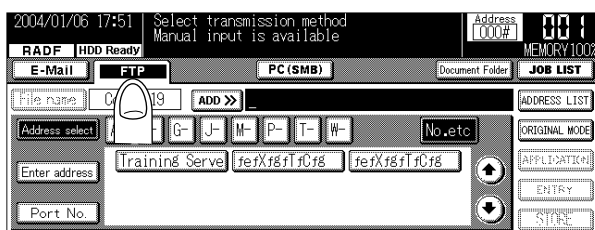
- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

Transmit or Transfer a Document in the Box (continued)

8. Press **E-Mail/FTP Send**.



9. Press **FTP**.

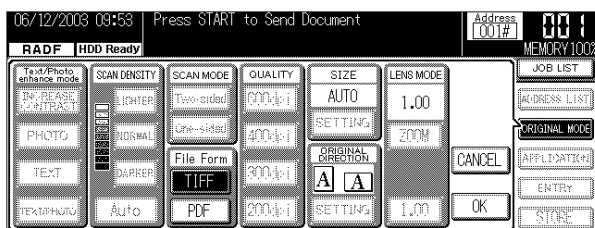


10. Select the address indicated or press **Enter address** and enter the host address, file path and other required items.



Refer to the "User's Guide (Network/Scanner Operations)" for more information on the FTP transfer address specifying method.

11. Press **ORIGINAL MODE**, select [File Form] - **TIFF** or **PDF** and press **OK**.



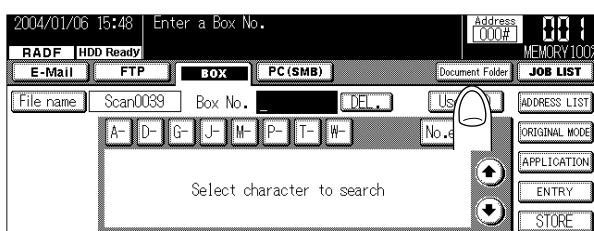
12. Press [**START**] on the control panel.

Transmit or Transfer a Document in the Box (continued)

Transmission is made to the computer

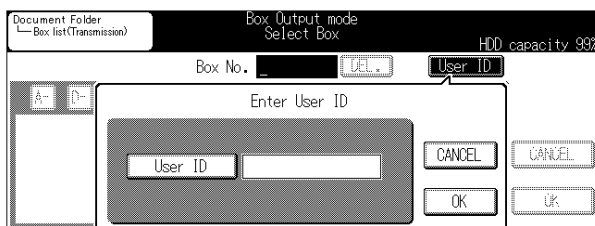
Documents in the Document Folder are transmitted to the shared folder on the computer in the following procedure.

1. Press **[SCANNER]** on the control panel to display the Scanner screen.
2. Press **Document Folder**.



3. When opening a box for which a User ID has been set, press **User ID**, enter the User ID (8 digits or less) on the screen displayed with the key pad and press **OK**.

To open a box for which no User ID has been set, go to step 4.



DETAILS

- Up to 8 digits can be entered for a user ID.
- Use a user ID of 4 to 8 digits when the "Enhanced Security function" is being used.
- When a user ID has been already entered while in the authorization of a user account, a list of relevant boxes has been already displayed. On such an occasion as this, the selection of **User ID** is not available.
- When a wrong user ID has been entered, a warning message will be displayed.

- ### How to See the Document List Screen



- ### Operating the Re-Print Function

- Transmit or
Transfer a
Document in
the Box**

Importing Scanned Documents to Computer

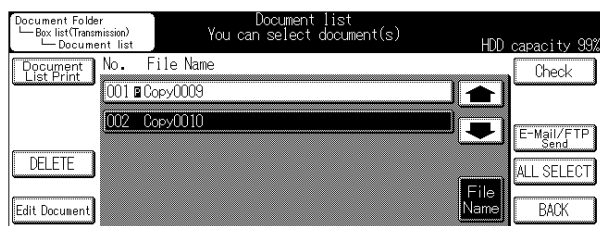
-
- Document Folder
— Box list(Transmission)
- Box Output mode
Select Box
- HDD capacity 99%
- Box No. 1
- User IN
- Enter Box password
KMBT-01
- Password *****
- CANCEL
- OK





- 3-39**

Transmit or Transfer a Document in the Box (continued)

6. Select a document to be transferred to the computer.



DETAILS

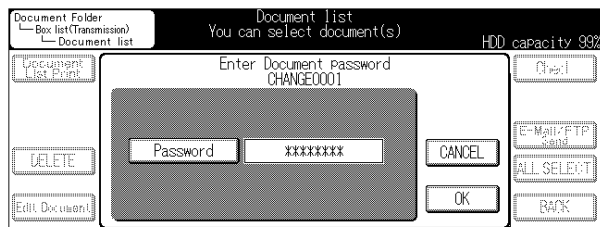
- The scanner documents cannot be transmitted.
- To display the next or previous screen, press  or .
- By pressing **BACK**, previous screen appears.
- If a document has a long file name, the screen can be changed to display only the Document No. and File Name by pressing **File Name**. Press **File Name** again to return to the former screen.

HINT

See p. 3-3 for the printing to check, deletion or edition of documents.

7. When a password has been set for the document, enter the password using the following procedure.

- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.

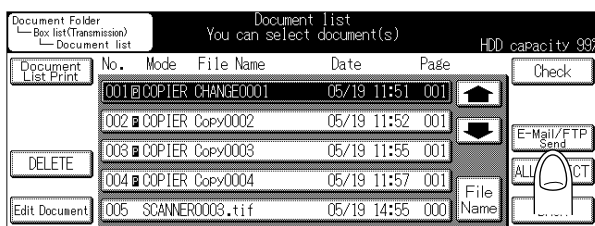


DETAILS

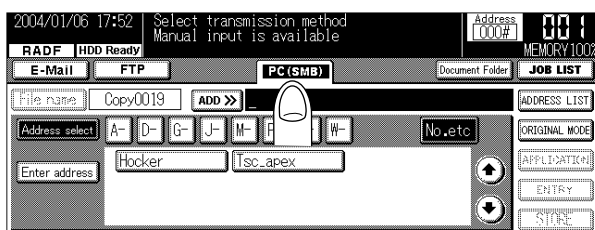
- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

Transmit or Transfer a Document in the Box (continued)

8. Press *E-Mail/FTP Send*.



9. Press *PC (SMB)*.

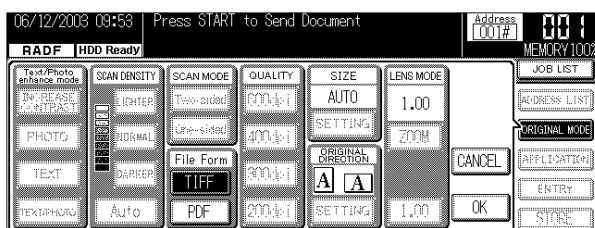


10. Select the address indicated or press *Enter* address and enter the host name and other required items such as a folder.



Refer to the "User's Guide (Network/Scanner Operations)" for more information on the PC (SMB) transfer address specifying method.

11. Press *ORIGINAL MODE*, select [File Form] - *TIFF* or *PDF* and press *OK*.



12. Press [*START*] on the control panel.

Importing Scanned Documents to Computer

Importing Scanned Documents to Computer

In order to import the scanned documents stored in the Document Folder to a computer, an application software compatible with the network/scanner driver, "KONICA MINOLTA Scanner Driver", and TWAIN scanner driver is required.



Reminder!

- When selecting File Form - PDF to scan the original document, scanned documents cannot be imported using the network scanner driver/scanner driver. Contact your service representative for details.
- Scanner documents cannot be read with the scanner driver of a version before v1.20. If a scanner driver of a version before v1.20 has been installed in your computer, delete the scanner driver of the former version and install new one (v1.20 or after) from the attached CD-ROM.



DETAILS

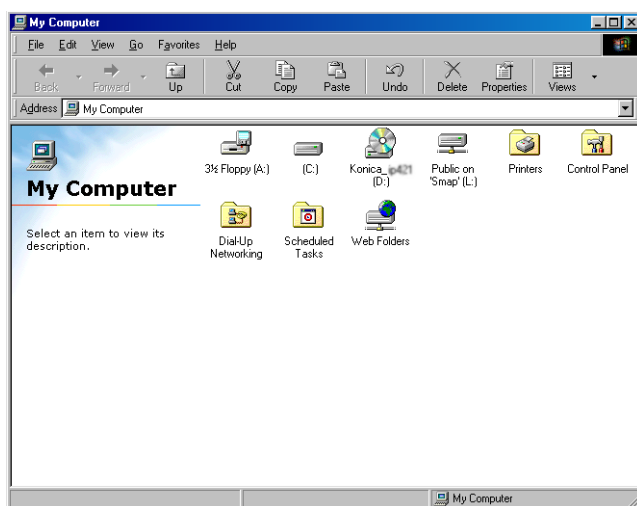
You can use the optional special tool, Scan Direct, for the Konica Minolta copier compatible with a scanner. See p. Appendix-6 of Appendix for details.

Installing the network scanner driver

To use the network/scanner driver [KONICA MINOLTA Scanner Driver], install, first of all, the network/scanner driver into the computer. Note that the installation of the network/scanner driver is restricted only to the OS's shown below.

- Windows 95
- Windows 98
- Windows Me
- Windows NT 4.0
- Windows 2000
- Windows XP

- 1. Turn on the power for the computer and start Windows.**
Exit any applications that are running.
- 2. Put the [User software CD] in the computer's CD-ROM drive.**
- 3. From [My Computer] on the desktop, double-click the icon for the drive in which the user software CD has been loaded.**



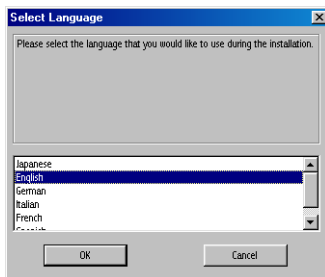
Importing Scanned Documents to Computer (continued)

4. Open the [English\Scanner] folder on the user software CD, then double-click [Setup.exe].



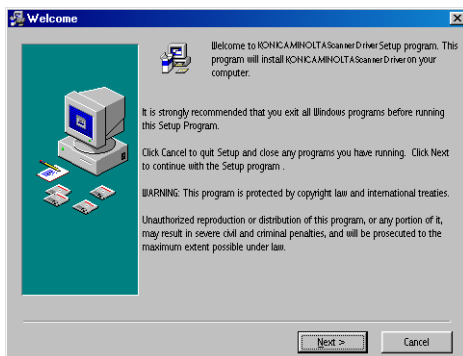
The [Select Language] screen is displayed.

5. Select your language, then click the [OK] button.



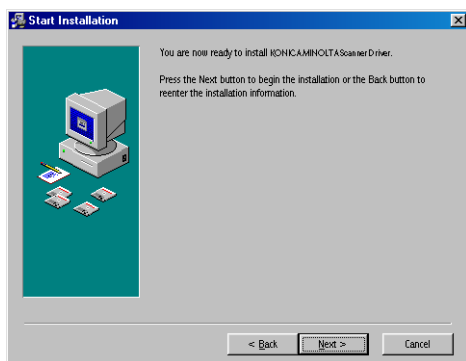
The [Welcome] screen is displayed.

6. Check the contents, then click the [Next] button.

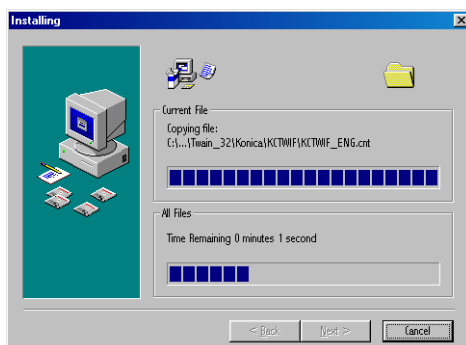


The [Start Installation] screen is displayed.

7. Click the [Next] button.



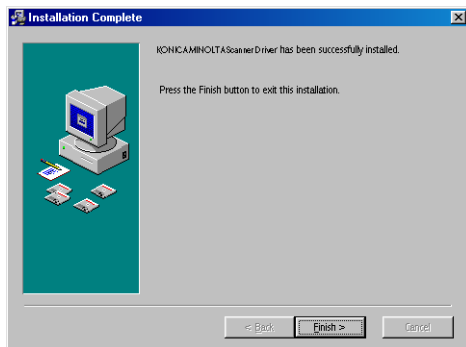
The [Installing] screen is displayed and the necessary files are copied.



When the copying ends, the [Installation complete] screen is displayed.

Importing Scanned Documents to Computer (continued)

8. Click the [Finish] button.



This completes the installation of the network scanner driver.

Importing Scanned Documents to Computer (continued)

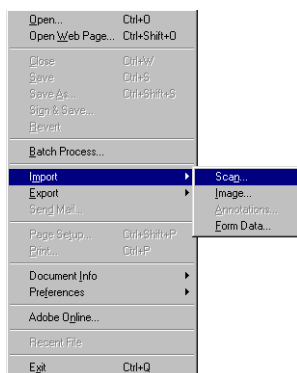
Connecting the computer and the hard disk

The scan data stored on the print controller box is imported into the computer using the application software supporting the TWAIN scanner driver.

There is a variety of application software that supports TWAIN scanner drivers. Here we use Adobe Acrobat 4.0. When using other application software, refer to the user's manual for that software.

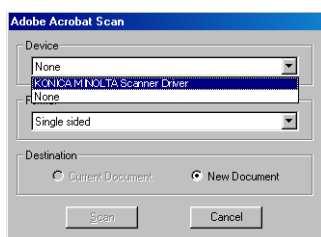
This section explains the procedure for connecting the computer and the copier's hard disk using Adobe Acrobat 4.0.

1. Run [Adobe Acrobat 4.0].
2. Select [File] - [Import] - [Scan].



The [Adobe Acrobat Scan] screen is displayed.

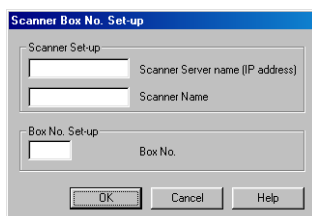
3. In [Device], select [KONICA MINOLTA Scanner Driver].



4. In [Format], when importing the scanned data one page at a time, select [Single sided]; when importing a bound document, select [Double sided].

Importing Scanned Documents to Computer (continued)

5. In the [Destination], when importing scanned data and inserting it into the currently open file, select [Current Document]; when importing the scan data as a new file, select [New document].
6. Click the [Scan] button.
7. Input the [Scanner server name (IP address)] and [Scanner name] for the scanner on which the scan data is stored.



The DNS name or NetBIOS name cannot be used as the scanner server name.

8. Input the [Box No.] and [Password] for the box in which the scan data to be imported in is stored.



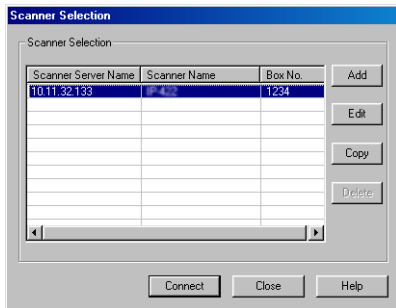
Reminder!

Do not enter anything in the password input area if no password has been established.

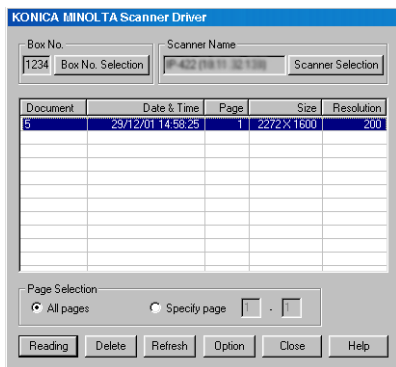
9. Click the [OK] button.

The [Scanner Selection] screen is displayed.

10. Click the [Connect] button.



The [KONICA MINOLTA Scanner Driver] main screen is displayed.



- Steps 7-10 refer only to the scanner driver settings default setup process. Subsequently, the machine will connect to the previous scanner and the [KONICA MINOLTA Scanner Driver] screen will be displayed.
- Follow steps 9-10 when experiencing difficulty in reconnecting to the same scanner.

Importing Scanned Documents to Computer (continued)

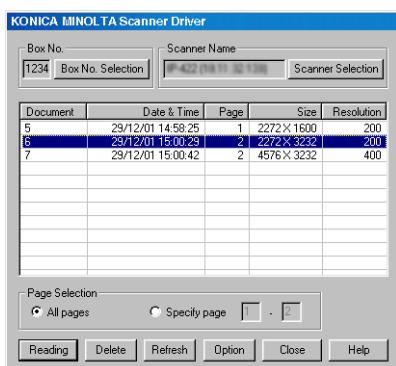
Importing scanned data into the computer

The scanned data stored on the print controller box is imported to the computer using the application software supporting the TWAIN scanner driver.



If [PDF] is selected as the file format, the scan data cannot be imported using [KONICA MINOLTA Scanner Driver]. For the details about importing PDF format data, ask your service representative.

1. From the list on the [KONICA MINOLTA Scanner Driver] main screen, select the scan data to import.



The selected scan data is highlighted.



- When changing the box number, click [Box No. Selection], then input the box number to change to with the [Scanner box No. Set-up] screen.
- When the scanned data list in the box is displayed using the TWAIN application, some data might not appear.
In such a case, delete the unnecessary scan data.
- To delete scan data, select the scanned data, then click [Delete].
- When you click [Refresh], the newest box information is displayed.

2. Set the processing for the scanned data importing.

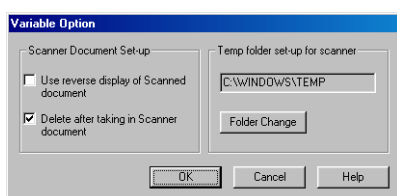
In the default settings, document data is deleted after it has been imported in.

To delete scanned data from the hard disk

1. Click the [Option] button.

The [Variable Option] screen is displayed.

2. Check the [Delete after taking in Scanner document] checkbox.



To leave the scanned data in the hard disk

1. Click the [Option] button.

The [Variable Option] screen is displayed.

2. Uncheck the [Delete after taking in Scanner document] checkbox.

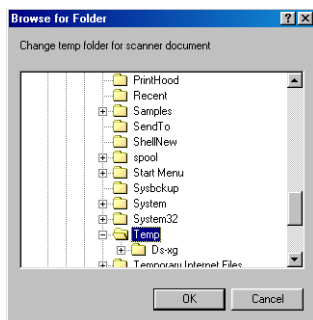
3. To import scanned data with the white sections and black sections of the document reversed, check the [Use reverse display of Scanned document] checkbox.

4. To change the computer's temporary storage location, click the [Folder Change] button.

The [Browse for Folder] screen is displayed.

Importing Scanned Documents to Computer (continued)

5. To change the storage location, click the [OK] button.



The display returns to the [Variable Option] screen.



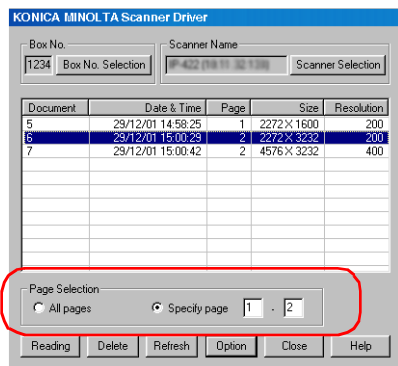
Reminder!

Documents are not scanned in normally if the drive specified with the [Temp Folder set-up for scanner] setting does not have enough free space. Specify a drive with adequate free space.

6. Click the [OK] button.

The display returns to the [KONICA MINOLTA Scanner Driver] main screen.

7. When importing all the pages of data, select [All pages]; when importing specified pages only, select [Specify page].



DETAILS

When operating application software that cannot handle multi-page files, [1] is displayed for the [Specify page].

8. Click the [Reading] button.

The scan data in the box is imported into the computer.

Scanner driver screen

This section explains the main screen for the network scanner driver.

Document	Date & Time	Page	Size	Resolution
5	29/12/01 14:58:25	1	2272 X 1600	200
6	29/12/01 15:00:29	2	2272 X 3232	200
7	29/12/01 15:00:42	2	4576 X 3232	400

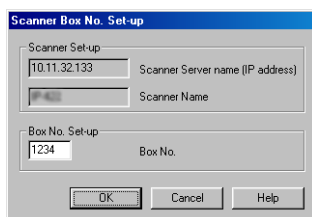
- **Box No.**
Currently selected box number
- **Scanner Name**
Currently selected scanner
- **Document**
Number assigned automatically during scanning
- **Date & Time**
Date and time at which the document was scanned
- **Page**
Total number of pages in the scan data
- **Size**
Number of pixels vertical/horizontal for the first page of the scan data
- **Resolution**
Scan data resolution

DETAILS

You can reorder the contents of the display by clicking [Document], [Date & Time], [Page], [Size], or [Resolution].

Importing Scanned Documents to Computer (continued)

- **[Reading] button**
The selected scanned data is read.
- **[Delete] button**
The selected scanned data is deleted.
- **[Refresh] button**
The displayed contents are updated to the latest information.
- **[Option] button**
The [Variable Option] screen is displayed.
- **[Close] button**
The scanner driver ends.
- **[Help] button**
Displays the scanner driver help.
- **[Box No. Selection] button**
The [Scanner Box number. Set-up] screen is displayed.



The dialog box titled "Scanner Box No. Set-up" contains two sections. The "Scanner Set-up" section has two input fields: "Scanner Server name (IP address)" with the value "10.11.32.133" and "Scanner Name" with a small icon. The "Box No. Set-up" section has a "Box No." input field with the value "1234". At the bottom are "OK", "Cancel", and "Help" buttons.

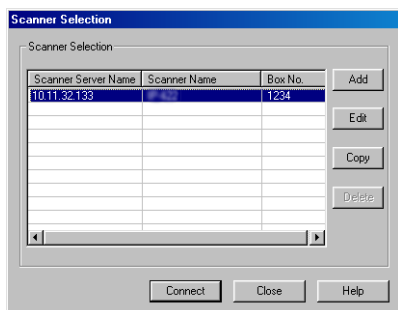
The currently connected box number and Password can be changed.



Reminder!

Do not enter anything in the password input area if no password has been established.

- **[Scanner Selection] button**
The [Scanner Selection] screen is displayed.



The dialog box titled "Scanner Selection" features a table with three columns: "Scanner Server Name", "Scanner Name", and "Box No.". The first row is highlighted with the values "10.11.32.133", an icon, and "1234". To the right of the table are "Add", "Edit", "Copy", and "Delete" buttons. At the bottom are "Connect", "Close", and "Help" buttons.

Scanner Server Name	Scanner Name	Box No.
10.11.32.133		1234

Importing Scanned Documents to Computer (continued)

- **[Add] button**
The [Scanner box No. set-up] screen is displayed.
- **[Edit] button**
The [Scanner Box No. Set-up] screen with the selected scanner information is displayed.
- **[Copy] button**
A copy of the selected scan settings is prepared.
- **[Delete] button**
The selected scan data is deleted.
- **[Connect] button**
The [KONICA MINOLTA Scanner Driver] main screen is displayed.
- **[Close] button**
The scanner driver ends.
- **[Help] button**
Help is displayed.

3

Chapter

How to See
the Document
List Screen

Printing the
Documents in
Box

Operating the
Re-Print
Function

Transmit or
Transfer a
Document in
the Box

Importing
Scanned
Documents to
Computer

Chapter 4

Key Operator Mode

Key Operator Operation Menu List	4-2
Displaying/Completing Document Folder Setting.....	4-4
System Box Setting	4-8
User Box Registration/Edit	4-11
User Box List.....	4-15
Re-Print Setting.....	4-21

4 Chapter

Key Operator
Operation
Menu List

Displaying/
Completing
Document
Folder Setting

System Box
Setting

User Box
Registration/
Edit

User Box List

Re-Print
Setting

Key Operator Operation Menu List

The menu as listed below can be used for setting the Key Operator Mode box.

The * mark indicates the default values set when you purchase the machine.

.....

System Box setting

Sets the items for the System Box as shown below. (See p. 4-8.)

Item		Description	Available value
Password setting		Set the password for the System Box.	8 digits or less
Option setting	Document auto delete	Sets so that the documents stored in the System Box are automatically deleted.	None*/12 hours/1 day/ 2 days/3 days/4 days/ 7 days/30 days

.....

User Box registration/edit

Sets the items for the User Box as shown below. (See p. 4-11.)

Item		Description	Available value
Box No.		Sets the box No..	1 - 999999999
Name		Sets the box name.	24 characters
Password		Sets the password for the User Box.	8 digits or less
Character to search		Sets characters to search names.	A-/D-/G-/J-/M-/P-/T-/W-/ No.etc*
User ID		Sets a User ID, when required, in 8 digits or less.	8 digits or less
Option setting	Document auto delete	Sets so that the documents stored in the User Box are automatically deleted.	None*/12 hours/1 day/ 2 days/3 days/4 days/ 7 days/30 days
	Store FAX Rx File	Sets whether to print or not the Fax-receiving documents when stored in the User Box.	Box Store only*/ Box Store + Print

Key Operator Operation Menu List (continued)

User Box list

User Box list can be displayed. (See p. 4-15.)

Item	Description
Document List Print	List of documents stored in the User Box can be printed.
EDIT	Setting of User Box (Name, Character to search, Option setting) can be changed.
ERASE	User Box can be erased.

Re-Print setting

Sets items for the re-print function.(See p. 4-21)

Item	Description	Available value
Re-Print	Sets whether to use the re-print function or not.	ON/OFF*
Document auto delete	Sets so that the documents stored in the Re-Print Box are automatically deleted.	None*/12 hours/1 day*/2 days/3 days/4 days/7 days/30 days

4 Chapter

Key Operator
Operation
Menu List

Displaying/
Completing
Document
Folder Setting

System Box
Setting

User Box
Registration/
Edit

User Box List

Re-Print
Setting

Displaying/Completing Document Folder Setting

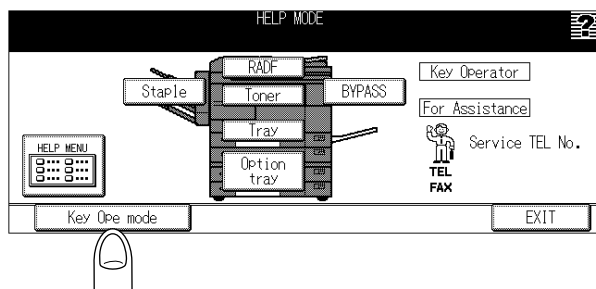
Displaying the Document Folder setting

Key operator operation Document Folder setting screen is displayed in the following procedure.

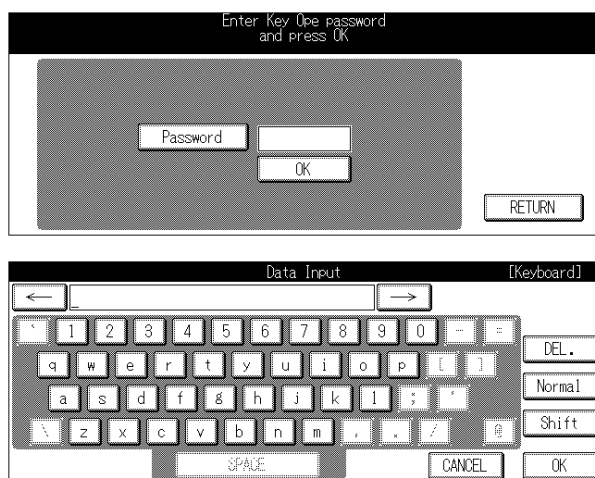
1. Press [**COPY**].
2. Press [**HELP**].



3. Press *Key Ope mode*.



4. When a password has been set, the Key Operator password screen appears. Press **Password**, enter the password (within 8 digits) on the Data Input screen or with the key pad and press **OK**.



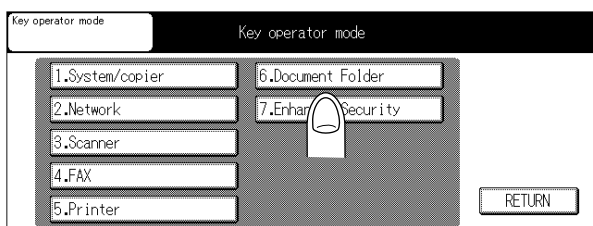
DETAILS

- The service representative determines the Key Operator password. It is the Key Operator's responsibility to manage the password. Ask the service representative for the Key Operator password.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

5. Press **OK** on the Password Input screen

Displaying/Completing Document Folder Setting (continued)

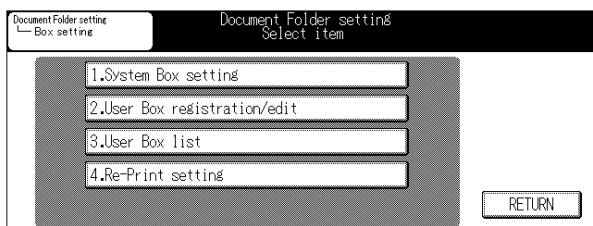
6. Press 6. Document Folder.



DETAILS

4.FAX and **5.Printer** may not be displayed depending on the optional settings.

7. Set the required items.



DETAILS

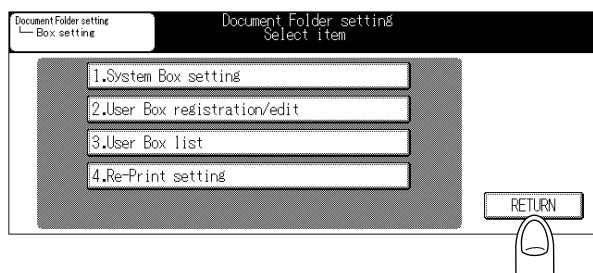
When the "Enhanced Security function" has been set up, **4. Re-Print setting** is not indicated.

Displaying/Completing Document Folder Setting (continued)

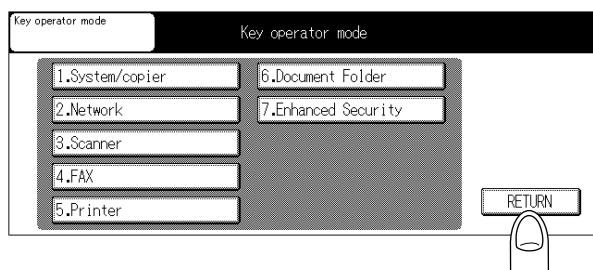
Exiting the Document Folder setting

Key Operator Document Folder setting is completed using the following procedure.

1. Press **RETURN** on the Box setting screen.



2. Press **RETURN** on the Key operator mode screen.



The Copy screen returns.

4 Chapter

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User Box List

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Setting

System Box Setting

Set the items for the System Box.

- Password setting

Set the password for the System Box in 8 digits or less.

- Option setting

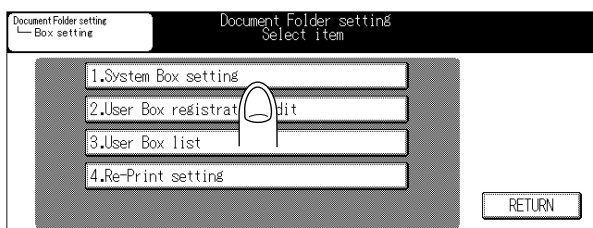
Document auto delete It can be set so that the documents stored in the System Box are automatically deleted. Select time until the deletion from the following values:

None*/12 hours/1 day/2 days/3 days/4 days/7 days/30 days

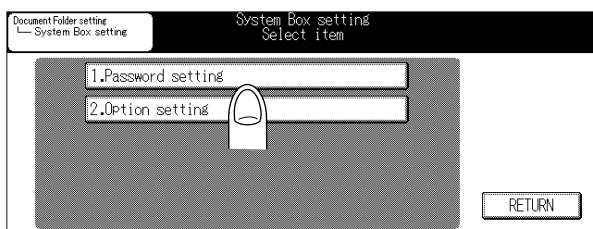
The * mark indicates the default values available when you purchase the machine.

1. Open the Box setting screen (See "Displaying the Document Folder setting" (p.4-4)).

2. Press 1. System Box setting.



3. Press 1. Password setting.



4. Press **Password**, enter the password on the Data Input screen displayed and press **OK**.

Enter the password in 8 digits or less.

DETAILS

- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

5. Press **2.Option setting**.

6. Press **Document auto delete - EDIT** and select the time until the document in the box is deleted.

7. Press **OK**.

System Box Setting (continued)

8. Press *RETURN*.

Box setting screen returns.

User Box Registration/Edit

In this mode you can register new boxes or make changes to user boxes that have already been registered.



DETAILS

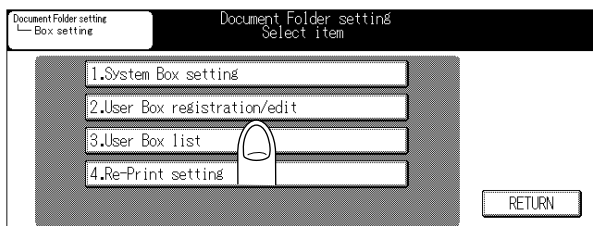
By pressing the User Box list button, settings of the User Box can be changed. For details, see p. 4-17.

- **Box No.**
Sets the Box No. of the User Box in the range of 1 to 999999999.
- **Name**
Sets the name of the User Box in 24 characters.
- **Password setting**
Sets the password for the User Box in 8 digits or less.
- **User ID**
If a User ID is set in advance, User ID entry screen is displayed when the Document Folder operation is started. When a user enters their User ID, they see boxes associated with that user and boxes that have no user associated with them. They cannot see boxes associated to another user. Set the User ID in 8 digits or less.
- **Character to search**
Set a character used to search a name. Select any character from the followings:
A-/D-/G-/J-/M-/P-/T-/W-/No.etc*
- **Option setting**
Document auto delete function...It can be set so that the documents stored in the System Box are automatically deleted. Select time until the deletion from the followings:
None*/12 hours/1 day/2 days/3 days/4 days/7 days/30 days
Store FAX Rx File.....Set whether to print the Fax-receiving documents when stored in the System Box. Select either of the following printing methods:
Store only*/Box Store + Print

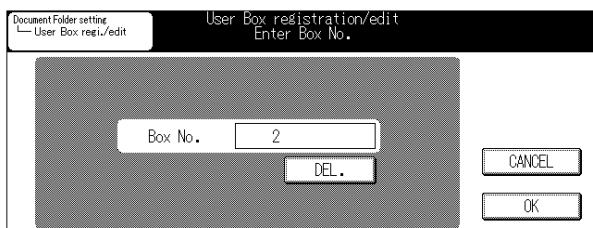
The * mark indicates the default values available when you purchase the machine.

User Box Registration/Edit (continued)

1. Open the Box setting screen (See "Displaying the Document Folder setting" (p.4-4)).
2. Press **2**. *User Box registration/edit*.



3. Enter the Box No. with the keypad on the control panel.



DETAILS

- Digits can be used in the range of 1 to 999999999.
- If an incorrect data is entered, press **DEL.** and enter a new box No..

4. Press **OK**.

5. When a box for which a password has been set is selected, the Password Entry screen is displayed.

Enter the password in the following procedure.

- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.
- (3) Press **OK**.

No.	Box
000	000000
001	000001
002	000002

Enter Box Password
KMBT-01

Password: *****

CANCEL OK EDIT ERASE RETURN



DETAILS

- Enter the password in 8 digits or less.
- The entry of a password is not required when the "Enhanced Security function" is being used.

6. Press the **Name**, enter the box name on the Data Entry screen displayed and press **OK**.

Enter the box name in 24 characters.

Box No.: 1

Name: KMBT-01

Password: *****

User ID: *

Character to search: A D G J M P T W No, etc

ENTRY RETURN Option setting

7. Press **Password**, enter the password on the Data Entry screen displayed and press **OK**.

Enter the password in 8 digits or less.



DETAILS

- Enter the password in 8 digits or less.
- Use a password of 8 digits when the "Enhanced Security function" is being used.

User Box Registration/Edit (continued)

- To set a User ID, press **User ID** and enter the User ID with the keypad in 8 digits or less.



DETAILS

User ID is an ECM User ID set by the key operator of the copier. Refer to the "User's Guide (Copy Operations)" for details.

- Select a Character to search.

Press the key of a character to research to be registered from **A-** to **No.etc.**

- Press **Option setting**.

- Press [Document auto delete] - **EDIT** and select time until the document in the box is deleted.

- Press [Store FAX Rx File] - **EDIT** and select whether to print the document received via Fax or not when stored in the box.

- Press **OK**.

- Press **ENTRY**.

User Box is registered.



DETAILS

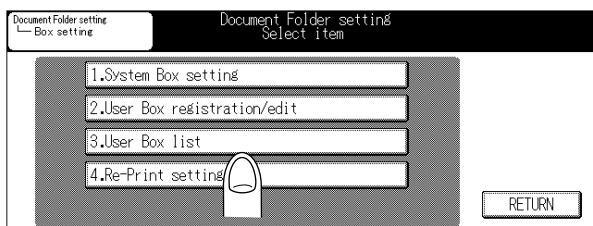
- To exit the registration of the User Box, press **RETURN**.
- To continue the User Box registration process, return to the step 2.



User Box List

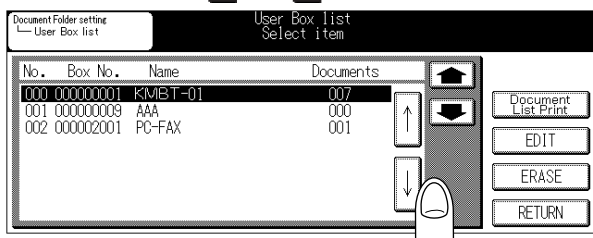
User Box list can be displayed. In the User Box list, list of the documents stored in the User Box can be printed, contents of registration of the User Box can be changed, or User Box can be deleted.

Printing the document list



1. Open the Box setting screen (See "Displaying the Document Folder setting"(p.4-4)).
2. Press **3.User Box list**.



3. Select a User Box list for which the document list is to be printed, with  or .



DETAILS

- Press  or  to display the next or previous screen.
- By pressing **RETURN**, the box setting screen returns.

User Box List (continued)

4. Press *Document List Print*.

The screenshot shows the 'User Box list' screen with the title 'User Box list' and subtitle 'Select item'. It features a table with the following data:

No.	Box No.	Name	Documents
000	000000001	KIMBT-01	007
001	000000009	AAA	000
002	000002001	PC-FAX	001

Navigation buttons (up, down, left, right) are located to the right of the table. On the far right, there are buttons for 'Document List Print', 'List Print', and 'RETURN'.

5. When a box for which a password has been set is selected, the **Password Entry** screen is displayed.

Enter the password in the following procedure.

- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.
- (3) Press **OK**.

The screenshot shows the 'Enter Box password' screen for box KIMBT-01. It has a title 'Enter Box password' and subtitle 'KIMBT-01'. There is a 'Password' input field with the text '*****'. To the right of the input field are buttons for 'CANCEL', 'OK', 'EDIT', 'ERASE', and 'RETURN'. On the left, a small table shows the box list with '000 0000001' selected.



DETAILS

- Enter the password in 8 digits or less.
- The entry of a password is not required when the "Enhanced Security function" is being used.

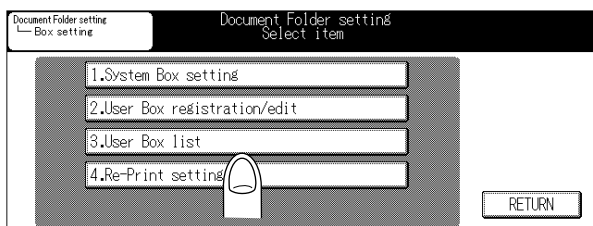
6. Select *Document List* and press *PRINT*.



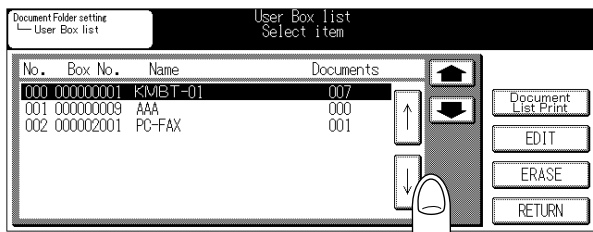
List is printed and the List print screen returns.

Changing the Setting of User Box

1. Open the Box setting screen (See "Displaying the Document Folder setting"(p.4-4)).
2. Press *User Box list*.





3. Select a User Box to be changed with  or .



User Box List (continued)

DETAILS

- Press  or  to display the next or previous screen.
- By pressing **RETURN**, the Box Setting screen returns.

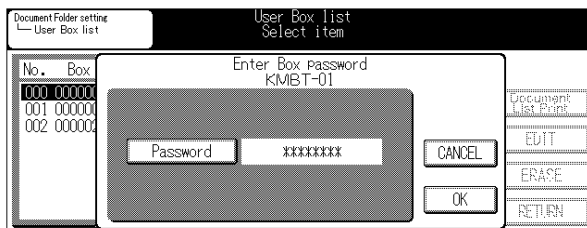
4. Press **EDIT**.

User Box Registration/Edition screen is displayed.

5. When a box for which a password has been set is selected, the Password Entry screen is displayed.

Enter the password in the following procedure.

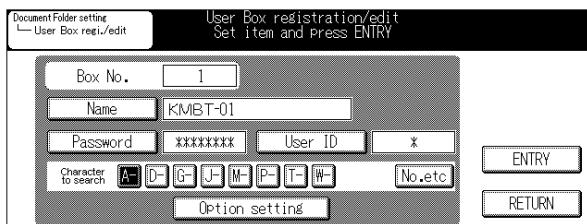
- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.
- (3) Press **OK**.



DETAILS

- Enter the password in 8 digits or less.
- The entry of a password is not required when the "Enhanced Security function" is being used.

6. Change the settings of the User Box and press **ENTRY**.



Press **RETURN** and the User Box List screen returns.

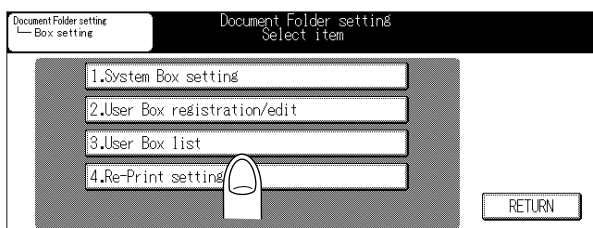
Deleting the User Box



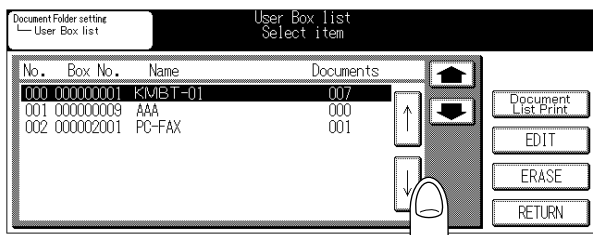
DETAILS

User Box storing documents cannot be deleted. In order to delete the User Box, all of the documents stored in it should be deleted first.



1. Open the Box setting screen (See "Displaying the Document Folder setting" (p.4-4)).
2. Press *User Box list*.



3. Select a User Box to be deleted by pressing  or .



DETAILS

- Press  or  to display the next or previous screen.
- By pressing **RETURN**, the Box Setting screen returns.

4. Press **ERASE**.

A screen is displayed to confirm whether to delete the User Box.

5. When a box for which a password has been set is selected, the Password Input screen is display.

Enter the password in the following procedure.

- (1) Press **Password**.
- (2) Enter the password (8 digits or less) and press **OK**.
- (3) Press **OK**.

No.	Box
000	00000
001	00000
002	00000

Enter Box password
KIMBT-01

Password *****

CANCEL OK

Document List Print
EDIT
ERASE
RETURN



DETAILS

- Enter the password in 8 digits or less.
- The entry of a password is not required when the "Enhanced Security function" is being used.

6. Press **YES**.

User Box selected is deleted.



DETAILS

When there are documents in the box, a message, "This box has document(s) Delete Box ?" is indicated.

Re-Print Setting

Set the items for the Re-Print function.

- Re-Print..... Set whether to use the Re-Print function.
ON/OFF*
- Document auto delete..... It can be set so that the documents stored in the Re-Print Box are automatically deleted. Select time until the deletion from the following values:
None/12 hours/1 day*/2 days/3 days/4 days/7 days/30 days

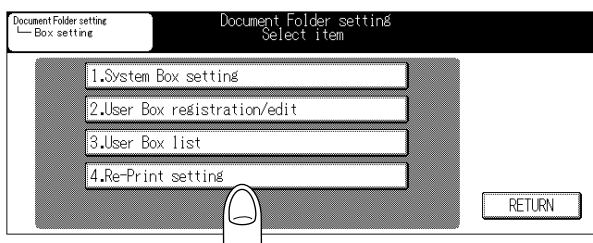
The * mark indicates the default values available when you purchase the machine.



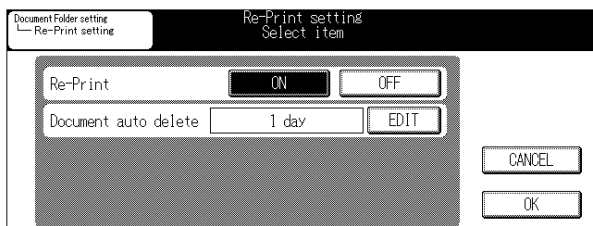
DETAILS

While the "Enhanced Security function" is set up, the Re-Print function cannot be used.

1. Open the Box setting screen (See "Displaying the Document Folder setting" (p.4-4)).
2. Press *Re-Print setting*.



3. Press [Re-Print] - ON or OFF .



Re-Print Setting (continued)

4. Press [Document auto delete] - *EDIT* and select whether the documents in the Re-Print Box are automatically deleted or not.
5. Press *OK*.



DETAILS

To discontinue the setting, press *CANCEL*

Appendix

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Scan DirectAppendix-6

Specifications

No. of Document Folders: 1000 max.

- No. of documents which can be stored in one box: 200
- Max. No. of pages of 1 document: 1000
- Document types and storage/output operation by mode

	Copy document	Printer document	Fax document	Scanner document
Storage to Document Folder	Manually from Copy screen	Manually through printer driver	Store the Fax-receiving documents automatically via PC/FAX reception	Manually from Scanner screen
Storage form	Peculiar format	Peculiar format	Peculiar format	TIFF/PDF
Document Folder to store	<ul style="list-style-type: none"> • System Box • User Box • Re-Print Box 	<ul style="list-style-type: none"> • System Box • User Box 	<ul style="list-style-type: none"> • System Box • User Box 	<ul style="list-style-type: none"> • System Box • User Box
Setting and change of document and password	At the time of storage <ul style="list-style-type: none"> • Document list screen 	At the time of storage <ul style="list-style-type: none"> • Document list screen 	<ul style="list-style-type: none"> • Document list screen 	<ul style="list-style-type: none"> • Document list screen
Document output operation	<ul style="list-style-type: none"> • Print • E-mail transmission • FTP transmission • Transmission to the computer 	<ul style="list-style-type: none"> • Print • E-mail transmission • FTP transmission • Transmission to the computer 	<ul style="list-style-type: none"> • Print • E-mail transmission • FTP transmission • Transmission to the computer 	<ul style="list-style-type: none"> • Print • Import from the computer
Documents which can be handled in the Document Folder opened from the copy screen	○	○	○	△*

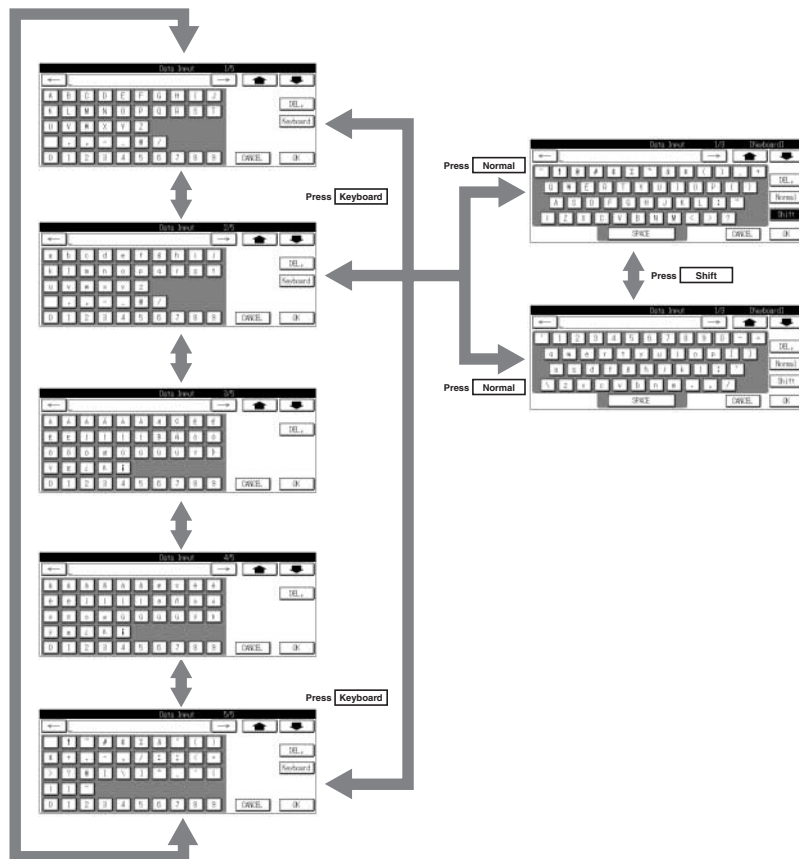
Specifications (continued)

	Copy document	Printer document	Fax document	Scanner document
Documents which can be handled in the Document Folder opened from the printer screen	○	○	○	△*
Documents which can be handled in the Document Folder opened from the scanner screen	○	○	○	X
Documents which can be handled in the Document Folder opened from the Fax screen	○	○	○	△*
Item which can be changed or set at the time of printing	No. of copies, paper size, non-sort, group, staple, punch, output tray, one/two-sided mode	No. of copies, paper size, sort, group, staple, punch, output tray, one/two-sided mode	No. of copies, output tray, one/two-sided mode	No. of copies, paper size, non-sort, sort, group, staple, punch, output tray, one/two-sided mode
Items which can be changed/set at E-mail/FTP transmission	File format (TIFF/PDF)	File format (TIFF/PDF)	File format (TIFF/PDF)	X

* Scanner documents saved in the PDF format cannot be printed.

Entering Names

A screen displays to allow you to enter a name. The procedures for entering characters from the screen are described below.



DETAILS

- Press **DEL.** to delete the current character.
- To delete all entered characters, press [**CLEAR**] or [**STOP**].

Entering Letters and symbols

1. Press .

Upper-case letters of alphabet, lower-case letters of alphabet, and symbols will appear in this order.



DETAILS

For Details about Keyboard, see "Entering with the keyboard".

2. When the desired character is displayed, press the corresponding key.

Entering with the keyboard

1. Press the to display *Keyboard* on the right side on the screen. When *Keyboard* is displayed, press it.

Keyboard screen will appear.

2. Press the key of the character to be entered.



DETAILS

- By pressing the **Shift** key, the turn over indication of the shift key is reset so that lower-case letters can be entered.
- By pressing the **Normal** key, the keyboard screen is returned to the original screen.
- With a push of the **DEL** key, characters are deleted one by one.

Scan Direct

Overview of Scan Direct

Scan Direct is a tool to take out the data scanned with the Konica Minolta copier compatible with a scanner from multiple boxes.

Data taken out cannot be referred to or processed with the Scan Direct.



DETAILS

Contact your service representative for details of Scan Direct.

Major Functions

- Performs the polling for the box of a copier compatible with the scanner specified by the IP address and stores data in the specified directory.
- Performs the polling periodically with the automatic acquisition function.
- Can perform the polling for the Fax-receiving box also (Box No. = 0000).
- Data in the box is automatically deleted at the time of data acquisition.
- User can set the polling interval.
- Settings of IP address, storage destinations, etc. can be stored and read out.
- Operations after data acquisition can be added with the plug-in function.
- As the storage destination of acquired data, only a folder is specified.

Operating conditions

OS used

- Windows 95 (OSR 2 or after)/98/Me
(Internet Explorer 4.02 or after should have been installed.)
- Windows NT4.0(Service Pack 6a or after)
- Windows 2000 (Service Pack 1 or after)
(Internet Explorer 5.0 (Service Pack 2 or after) or after should have been installed.)
- Window XP



DETAILS

When installing the Scan Direct to Windows NT4.0/2000/XP, access right to the destination folder is required. (It is particularly significant for the defaultization which specifies the Program Files as the installation destination.)

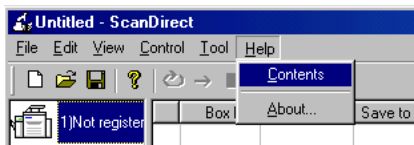
- TCP/IP should have been provided in advance.
- Acquisition exceeding Proxy (including Firewall) is not permitted.

Help Function

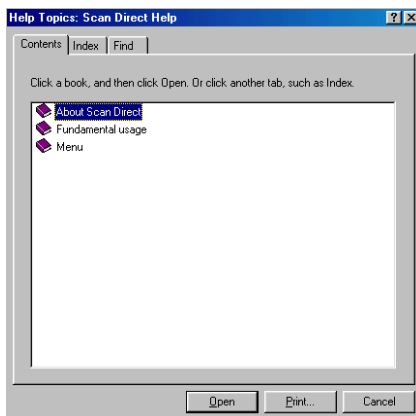
Operating method and other conditions of this tool are described in the help file. Refer to the help functions for detailed operating requirements, etc.

How to open the Help File

1. Click the Help menu in the main window and click the Contents.



Scan Direct help window is displayed.



[Contents] tab

Contents of the help file are described.

Move from the contents to a desired function or operating method.

[Index] tab

Used to search with the key word.

[Find] tab

Used to search specific words and phrases.



Reminder!

Requirements or restrictions for use of this tool and other significant items are described in [About Scan Direct] in [Contents] tab. When you use this tool for the first time, read all of the items in [About Scan Direct] before starting operation.

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MEMO

MEMO

Recycled paper is used for the inside pages of this manual.



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